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HUMAN SERVICES COMMITTEE
BRIAN McGRAIN, CHAIR
LAURA DAVIS
TODD TENNIS
DEB NOLAN
CAROL KOENIG
DONALD VICKERS

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, SEPTEMBER 20, 2010 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [August 30, 2010 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Interviews - Mid-South Substance Abuse Commission/Advisory Council
2. Appointment - Mid-South Substance Abuse Commission
3. Impact System of Care
 - a. Presentation: Impact System of Care - Matt Wojack (*No Materials*)
 - b. Resolution Honoring [Frank Rider](#)
4. Health Department
 - a. Resolution to Authorize an Amendment to the Contract with the [Ionia County Health Department](#) for Medical Direction and Program Consultation
 - b. Resolution to Authorize a Public Health Services Agreement with Michigan State University's [Olin Health Center](#)
 - c. Resolution to Authorize Agreements with [Capital Area Community Services](#) to Serve Early Head Start Children through the Family Outreach Services Program
 - d. Resolution Authorizing a Memorandum of Agreement to Increase the Number of Cost-Share [AmeriCorps*Vista](#) Members during 2010-2011, and Authorizing a Support Grant for Coordinator Wage Support
 - e. Resolution to Accept \$275,000 Grant Award from the Michigan Department of Community Health to Provide Continuum of Care Services to Persons Infected with HIV/AIDS and to Establish an [Assistant Social Worker](#) Position to Carry Out the Grant Required Functions
 - f. Resolution to Amend Resolution [#10-268](#)
 - g. Resolution to Authorize an Amended 2010-2011 [AmeriCorps](#) Grant
 - h. Resolution to Create a [Physician Assistant](#) Position
 - i. Information Item: Recommendation to Establish an Ingham County [Pollution Prevention Regulation \(P2\)](#) - Draft Resolution

- j. [Out-of-State Travel](#) Request - Debra Brinson, American Public Health Association's Summit on Health Reform, Denver, CO
- k. [In-State Travel](#) Notification - Renee Franco, Mark Piavis - Emergency Management Conference, Traverse City, MI
- l. [In-State Travel](#) Notification - Debra Brinson, Barb Mastin, Jayson Welter - Home Sweet Patient Centered Medical Home Annual Conference, Grand Rapids, MI
- m. [In-State Travel](#) Notification - Rona Harris, Cassandra Larrieux, Michigan Premier Public Health Conference, Bay City, MI
- n. [In-State Travel](#) Notification - James Wilson, Diane Gorch - Michigan Association of Local Environmental Health Agencies Director's Conference - Roscommon, MI

Announcements
Public Comment
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC
DEVICES OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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

HUMAN SERVICES COMMITTEE

August 30, 2010

Minutes

Members Present: Brian McGrain, Laura Davis, Todd Tennis, Deb Nolan, Carol Koenig, Donald Vickers and Board Chairperson Debbie De Leon

Members Absent: Laura Davis

Others Present: Mary Lannoye, Jared Cypher, Teri Morton, Beth McLaughlin, Sally Auer, Randy Rauch, Dean Sienko, Vince Dragonetti, Randy Bell, Randy Marwede, Penelope Tsernoglou, John Jacobs, Marcus Cheatham, Bob Sheehan, Don Lehman, Pat Hemingway, Manon Owen, Amy Colletti, Sara Aikman, Jim Allen and others

The meeting was called to order by Chairperson McGrain at 6:01 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the August 16, 2010 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE AUGUST 16, 2010 MINUTES AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Davis & Nolan

Additions to the Agenda

- 1c. Late – In-State Travel Notification – ECIC Regional Resource Center State Meeting
- 1d. Late – Out of State Travel Notice – NACHC Community Health Institute and Expo

Limited Public Comment

Ms. Auer, Ingham County resident, commended the Health Department for their quality of care for the uninsured. She also commended the Controller and her staff for doing a good job in putting together the budget.

(Comm. Nolan arrived at 6:05 p.m.)

1. Health Department

- a. Out-of-State Travel Request – National Conference of Leaders in Public Health Quality Improvement, Washington, DC
- b. In-State Travel Request – National Program Standards Training, Higgins Lake, MI
- c. In-State Travel Notification – ECIC Regional Resource Center State Meeting
- d. Out of State Travel Notice – NACHC Community Health Institute and Expo

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. NOLAN, TO APPROVE THE OUT-OF-STATE TRAVEL REQUEST – NATIONAL CONFERENCE OF LEADERS IN PUBLIC HEALTH QUALITY IMPROVEMENT, WASHINGTON, DC AND THE OUT OF STATE TRAVEL NOTICE – NACHC COMMUNITY HEALTH INSTITUTE AND EXPO

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Davis

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE CONTROLLER’S RECOMMENDED BUDGET FOR THE FOLLOWING DEPARTMENTS:

(Comm. Davis arrived at 6:12 p.m.)

2. Budget Hearings
 - a. Central Michigan 2-1-1 Alliance
 - c. Community Mental Health
 - e. Department of Human Services
 - f. Health Department
 - g. Medical Care Facility
 - h. Medical Examiner
 - i. Substance Abuse
 - k. Tri-County Aging Consortium
 - l. Veteran Affairs

MOTION CARRIED UNANIMOUSLY.

2. Budget Hearings
 - b. Community Agencies

The Committee discussed the community agency process.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. TENNIS, TO APPROVE THE CONTROLLER’S RECOMMENDED BUDGET FOR COMMUNITY AGENCIES.

MOTION CARRIED UNANIMOUSLY.

- d. Cooperative Extension

Mr. Bell, MSU Extension, requested that the County retain a 4-H Account Clerk’s position at the half time level. He asked that it be added to the “Z” list.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO APPROVE THE CONTROLLER’S RECOMMENDED BUDGET FOR COOPERATIVE EXTENSION.

MOTION CARRIED UNANIMOUSLY.

j. Transportation Millage

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE TRANSPORTATION MILLAGE.

MOTION CARRIED UNANIMOUSLY.

3. Final Ranking

c. Community Mental Health

Mr. Sheehan, CMH, informed the Committee that the Attorney General has ruled that the County must pay for mental health services to inmates of the Ingham County Jail. He requested that \$210,625 be added to the "Z" list in order to cover those expenses.

The Committee discussed the budget request.

f. Health Department

Dr. Sienko, Health Department, requested that \$37,725 be added to the "Z" list in order to fund a new Environmental Justice Coordinator at $\frac{3}{4}$ time.

The Committee discussed the budget request.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. VICKERS, TO ADD \$31,317 TO THE "Z" LIST TO FUND THE 4-H ACCOUNT CLERK POSITION AT THE HALF TIME LEVEL FOR COOPERATIVE EXTENSION.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. DAVIS, TO ADD \$37,725 TO THE "Z" LIST FOR THE HEALTH DEPARTMENT.

MOTION CARRIED with Comm. Vickers voting No.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO ADD \$20,000 TO THE "Z" LIST AS A PLACEHOLDER FOR THE COMMUNITY MENTAL HEALTH JAIL MEDICAL SERVICES.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TENNIS, TO RANK THE COMMUNITY MENTAL HEALTH AS NO. 1, THE COOPERATIVE EXTENSION AS NO. 2, AND THE HEALTH DEPARTMENT AS NO. 3.

MOTION CARRIED UNANIMOUSLY.

Announcements

None

Public Comment

None

The meeting adjourned at approximately 7:06 p.m.

Respectfully submitted,

Karsha Sathianathan

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING FRANK RIDER

WHEREAS, Frank Rider began in his role of supporting Impact, Ingham County System of Care Initiative, November 2006, as the Technical Assistance Coordinator of the TA Partnership for Child & Family Mental Health; and

WHEREAS, Frank has been steadfast in his support and encouragement of the ongoing creation and implementation of Ingham County's System of Care, displaying exceptional aptitude in promoting system transformation, including a commitment to core system of care values such as family driven and youth guided, as well as the implementation of a data-driven decision-making processes; and

WHEREAS, Frank further promotes the successful implementation of Ingham County's System of Care through assisting state-level agency coordination and reform, allowing changes at the county level which benefits youth and families; and

WHEREAS, he has provided support to mental health, juvenile justice, child welfare, and education staff within Ingham County in order to more fully integrate system of care values; and

WHEREAS, his commitment to the youth and families of Ingham County receiving appropriate and timely services continues to challenge and support agencies to improve; and

WHEREAS, during his four years of dedicated support to the Ingham County System of Care Initiative and the community, he has been a tremendous coach, advocate and mentor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Frank Rider for his dedication and support to the County of Ingham and for the tremendous guidance he has provided to the Ingham County System of Care Initiative.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

RESOLUTION STAFF REVIEW

DATE September 10, 2010

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:

This resolution amends the existing agreement with Ionia County to extend the term of service for medical direction and program consultation through December 31, 2013. The current contract is for Calendar Year 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. Additionally, the agreement provides that the administrative staff of the Health Department occasionally consults with the staff of Ionia County.

Financial Implications:

In 2010, Ionia County is paying Ingham County \$48,997 for this service. This compensation represents about 20% of the cost of supporting one full-time physician. The amendment includes an increase of 2%, to an annual rate of \$49,976 for services in 2011; an increase of 1% to an annual rate of \$50,475 for services in 2012; and an increase of 1% to an annual rate of \$50,979 for services in 2013.

Other Implications:

Since the mid-1980s, the Ingham County Health Department has provided medical direction and consultation to the Ionia County Health Department.

Staff Recommendation: MAL ____ JLN ____ 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: September 14, 2010

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 2010. This is a recommendation to authorize an amendment to extend that relationship through 2013.

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 primarily by Dr. Lowhim and supplemented by Dr. Sienko. 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 2010 Ionia County is paying Ingham County \$48,997 for this service. This compensation represents about 20% of the cost of supporting one full time physician. I am recommending an increase of 2%, to an annual rate of \$49,976 for services in 2011; an increase of 1% to an annual rate of \$50,475 for services in 2012; and an increase of 1 % to an annual rate of \$50,979 for services in 2013.

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-1980s; 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, 2013.

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, 2011 through December 31, 2013.

BE IT FURTHER RESOLVED, that Ionia County shall compensate Ingham County at the rate of \$49,976 for medical direction and program consultation services during 2011; \$50,475 for services during 2012; and \$50,979 for services during 2013.

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

RESOLUTION STAFF REVIEW

DATE September 10, 2010

Agenda Item Title: Resolution to Authorize a Public Health Services Agreement with Michigan State University's Olin Health Center

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes a public health services agreement with Michigan State University's Olin Health Center to provide technical assistance and consultation in hiring and orienting staff to initiate a Community Nursing service in a group of MSU residence halls. Health Department staff has the expertise and training to support this new concept of delivering health care to a group of university residents. The success of this initial project will pave the way to expand the concept to other groups of residence halls in the future.

Financial Implications:

MSU will provide Ingham County with up to \$14,960 for services provided over the time period of August 1, 2010 through January 31, 2011.

Other Implications:

None.

Staff Recommendation: MAL ___ JLN ___ 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: September 9, 2010

RE: Resolution to Authorize a Public Health Services Agreement with Michigan State University
Olin Health Center

Ingham County Health Department and Michigan State University Health Services have a long history of collaborating to improve the health of University student residents. These students make Ingham County their home for approximately nine months a year, and may need to access local health care services.

Michigan State University's Olin Health Center has requested technical assistance and consultation in hiring and orienting staff to initiate a Community Nursing service in a group of MSU residence halls. Our staff has the expertise and training to support this new concept of delivering health care to a group of university residents. The success of this initial project, will pave the way to expand the concept to other groups of residence halls in the future.

We are requesting authorization to enter into a collaborative agreement with MSU-Olin Health Center, in which Public Health Nursing and Communicable Disease staff will provide technical assistance and consultation for MSU Community Nursing staff. Ingham County Health Department will be paid up to \$14,960 over the next five months for these services.

I recommend that this agreement be authorized and the Board Chair sign the agreement after review by the County attorney.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PUBLIC HEALTH SERVICES AGREEMENT WITH
MICHIGAN STATE UNIVERSITY'S OLIN HEALTH CENTER**

WHEREAS, Michigan State University's Olin Health Center provides point-of-entry health care for many MSU student residents; and

WHEREAS, the Health Department's Public Health Services Division serves as an important resource to links for health services in the community, and provides follow up of reportable communicable disease; and

WHEREAS, Michigan State University is introducing the concept of community/public health nursing to a group of MSU residence halls; and

WHEREAS, Michigan State University's Olin Health Center is requesting that Public Health Nursing and Communicable Disease staff assist in the orientation of and provide consultation for the MSU Community Health Nurses to prepare them for this new endeavor; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Michigan State University's Olin Health Center in the amount up to \$14,960, to provide the consultation and training services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Michigan State University's Olin Health Center for up to \$14,960, for services including the orientation of and consultation for the MSU Community Health Nurses to be provided by the Health Department.

BE IT FURTHER RESOLVED, that the period of the agreement shall be August 1, 2010 through January 31, 2011.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement and any documents that might be required by Michigan State University after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE September 10, 2010

Agenda Item Title: Resolution to Authorize Agreements with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes agreements with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program.

CACS has developed Early Head Start programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program’s inception.

Financial Implications:

CACS is proposing to continue the arrangement with Ingham County in FY11 through two separate contract agreements. Separate agreements are necessitated because CACS is using different funding streams for each. The agreements will support existing positions at the Health Department. The terms of the proposed agreements are described below:

| Early Head Start | Agreement period | Agreement Amount | Required Match |
|-------------------------|------------------------------------|-------------------------|-----------------------|
| Base agreement | August 2, 2010-July 31, 2011 | \$82,774 | \$20,694 |
| ARRA agreement | October 1, 2010-September 29, 2011 | \$40,178 | \$10,045 |
| TOTALS | | \$122,952 | \$30,739 |

The agreement requires the Health Department to provide in-kind support valued at \$30,739 for the two agreements in the form of supervisor salary and benefits, indirect costs, and facilities. Previous agreements have had the same in-kind support requirement.

These agreements represent a significant increase over last year’s award. The budgeted amount for last year was \$108,494.

Other Implications:

Ingham County Health Department has partnered with Capital Area Community Services (CACS) since 2002 to deliver home visiting outreach services to children in the CACS Early Head Start Program through the Family Outreach Services Program.

Staff Recommendation: MAL ___ JLN ___ TL ___ TM ___ JC_ X__

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Service Committee
Finance Committee

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

DATE: September 14, 2010

RE: Resolution to Authorize Agreements with Capital Area Community Services to Serve Early Head Start Children Through the Family Outreach Services Program

Ingham County Health Department (ICHHD) has partnered with Capital Area Community Services (CACS) since 2002 to deliver home visiting outreach services to children in the CACS Early Head Start Program through our Family Outreach Services Program. This is a recommendation to authorize an agreement with Capital Area Community Services to continue providing these services in FY11.

CACS has developed Early Head Start programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program’s inception.

CACS is proposing to continue the arrangement with Ingham County in FY11 through two separate contract agreements. Separate agreements are necessitated because CACS is using different funding streams for each. The agreements will support existing positions at the Health Department. The terms of the proposed agreements are described below:

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| TOTALS | | \$122,952 | \$30,739 |

The agreement requires the Department to provide in-kind support valued at \$30,739 for the two agreements in the form of supervisor salary and benefits, indirect costs, and facilities. Previous agreements have had the same in-kind support requirement and we have demonstrated our ability to meet the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners authorize the agreements with CACS.

Attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH CAPITAL AREA COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH SERVICES PROGRAM

WHEREAS, Capital Area Community Services manages the Early Head Start Program to provide education and support to high-risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002, Capital Area Community Services has contracted with Ingham County to incorporate a home visiting outreach component to Early Head Start programming through Family Outreach Services; and

WHEREAS, Capital Area Community Services has proposed two separate agreements to continue Early Head Start services through Family Outreach Services, for the period of August 2, 2010 to July 31, 2011 and October 1, 2010 to September 29, 2011; and

WHEREAS, the Health Department has proposed to continue such programming; and

WHEREAS, the Health Officer has advised that these agreements are anticipated in the FY11 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes two agreements with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the base agreement will be August 2, 2010 to July 31, 2011 and the period of the second agreement utilizing American Recovery and Reinvestment Act (ARRA) funds will be October 1, 2010 to September 29, 2011.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$82,774 for the base agreement, and up to \$40,178 for the ARRA agreement to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$20,694 on the base agreement and at least \$10,045 on the ARRA agreement, which shall constitute staff wages and benefits, indirect costs, facilities, advisory committee participation and parent participation.

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

RESOLUTION STAFF REVIEW

DATE September 10, 2010

Agenda Item Title: Resolution Authorizing a Memorandum of Agreement to Increase the Number of Cost-Share AmeriCorps*Vista Members during 2010-2011, and Authorizing a Support Grant for Coordinator Wage Support

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes a new Memorandum of Agreement between the Corporation for National and Community Service (CNCS) and Ingham County for four additional cost-share VISTA members during 2010-2011. Currently, the Health Department is cost-sharing two full-time VISTA members during 2010, as authorized by Resolution #10-055. The Power of We Consortium has received information from CNCS that in order to potentially meet the authorized 18 member placements, the Health Department would need to cost-share up to an additional four full-time members during 2010-2011, or, a total of six.

Financial Implications:

Total costs would be estimated to be up to \$43,000 for the four additional full-time members. Sufficient funds from host site contributions are available to cover these costs, and no further County funds will be utilized. There currently is a waiting list from interested organizations to receive the services of a VISTA member during 2010 and 2011.

CNCS is also granting the Health Department a \$14,000 support grant to maintain the current wage of the Coordinator, a temporary full-time employee.

Other Implications:

None.

Staff Recommendation: MAL ____, JLN ____, 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: September 9, 2010

RE: Resolution Authorizing a Memorandum of Agreement to Increase the Number of Cost-Shared AmeriCorps*VISTA Members During 2010-2011, and Authorizing a Support Grant for Coordinator Wage Support.

The Power of We Consortium, with the Health Department as grantee/fiduciary, has operated a successful Volunteers in Service to America (VISTA) Project in Ingham County, supported by the Corporation for National and Community Service (CNCS). This five year project is now in its fourth year.

Our agreement with CNCS stipulates that the costs of the project are to be shared. During years 3, 4, and 5 of this project, the Health Department is required to pay an amount equivalent to the cost of at least 5 or 6 VISTA member service years. These costs have ranged from \$9,996 to \$10,296 per member.

From the first year, a mechanism was put in place to collect a nominal cost-share amount from each host site for each member placed. These funds are collected and placed into a VISTA fund through the Health Department to be used for cost-share paid periodically to CNCS.

While the Power of We Consortium is authorized by CNCS to place as many as 18 full-time VISTA members at any given time throughout the County, CNCS's ability to train and fund these members has lagged behind the authorized 18 members.

Currently, the Health Department is cost-sharing two full-time VISTA members during 2010, as authorized by Resolution #10-055. The Power of We Consortium has received information from CNCS that in order to potentially meet the authorized 18 member placements, the Health Department would need to cost-share up to an additional four full-time members during 2010-2011, or, a total of six.

The cost per member is estimated to be up to \$10,750. While the exact amount is still not determined by CNCS, it is anticipated the current per member cost of \$10,296 may be increased by at least 3%. Total costs would be estimated to be up to \$43,000 for the four additional full-time members.

The VISTA fund (totally funded by host site contributions) is sufficiently funded to cover these costs, and no County funds would be utilized. There currently is a waiting list from interested organizations to receive the services of a VISTA member during 2010 and 2011.

An increase in the number of cost-share members will trigger a new Memorandum of Agreement with the CNCS.

Additionally, CNCS is again granting the Health Department a \$14,000 support grant to maintain the current wage of the Coordinator, a temporary full-time employee.

I recommend the Board authorize the additional four cost-share VISTA members and authorize the Board Chair to sign a new Memorandum of Agreement, all necessary host site agreements, and all member agreements.

I further recommend that the Board authorize cost-share payments to CNCS from the Health Department's VISTA fund for this purpose.

I also recommend that the Board accept the \$14,000 support grant from CNCS to maintain the current wage of the VISTA Coordinator.

Attachment

c: John Jacobs w/attachment
 Renee B. Canady w/attachment
 Randy Bell w/attachment
 Peggy Roberts w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A MEMORANDUM OF AGREEMENT TO INCREASE THE NUMBER OF COST-SHARE AMERICORPS*VISTA MEMBERS DURING 2010-2011, AND AUTHORIZING A SUPPORT GRANT FOR COORDINATOR WAGE SUPPORT

WHEREAS, the Ingham County Health Department on behalf of the Power of We Consortium has been the recurring recipient of grant funds in support of the AmeriCorps*VISTA Project since 2006; and

WHEREAS, annual renewal of such funding has been accepted by resolutions (#06-333, #07-307, #08-321, #09-159, #10-055); and

WHEREAS, a mechanism has been established for each VISTA host site to contribute a nominal amount of cost-share into a VISTA fund for the purpose of paying for a percentage of the total number of members (Resolution #06-333); and

WHEREAS, Resolution #10-055 authorized payment from the VISTA fund to the Corporation for National and Community Service (CNCS) for two cost-share members during 2010; and

WHEREAS, Power of We Consortium VISTA Project has been provided the opportunity to increase the number of cost-shared VISTA members working in the community from two to six by agreeing to cost-share up to an additional four members during 2010-2011; and

WHEREAS, the cost is estimated to be up to \$10,750 per member (exact cost still not determined by CNCS), and estimated total of up to \$43,000 for four additional members; and

WHEREAS, the VISTA fund is sufficiently funded to cover this estimated cost of up to \$43,000, requiring no County funds to be utilized in this transaction; and

WHEREAS, the community will receive significant benefits from these additional VISTA members; and

WHEREAS, the success of the Power of We Consortium VISTA project resulted in the awarding of another support grant in the amount of \$14,000 from CNCS to maintain the current wage of the temporary, full-time VISTA Coordinator during 2010-2011.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a Memorandum of Agreement between the Corporation for National and Community Service and the Ingham County Health Department for four additional cost-share VISTA members during 2010-2011.

BE IT FURTHER RESOLVED, that up to \$43,000 from host-site contributions is authorized as a cost-share payment to the Corporation for National and Community Service for this purpose.

BE IT FURTHER RESOLVED, that the \$14,000 support grant from CNCS is accepted for the time period of October 1, 2010 through September 30, 2011, with the Health Department acting as fiduciary on behalf of the Power of We Consortium, to support the Coordinator's current wage.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$14,000 from the Health Department Budget to Ingham County MSU Extension for the purpose of continued wage support of the VISTA Project Coordinator.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any other necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the necessary Memorandum of Agreement documents, host site agreements, and member agreements on behalf of the County after approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE September 10, 2010

Agenda Item Title: Resolution to Accept \$275,000 Grant Award from the Michigan Department of Community Health to Provide Continuum of Care Services to Persons Infected with HIV/AIDS and to Establish an Assistant Social Worker Position to Carry Out the Grant Required Functions

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes the acceptance of a \$275,000 award from the Michigan Department of Community Health to provide continuum of care services to persons infected with HIV/AIDS in the 2010/2011 fiscal year. This is the annual Ryan White funding. This year's grant includes an increase of \$75,000 to support a full-time Assistant Social Worker (ICEA PRO5).

The person in this position will provide resource and referral services for HIV/AIDS patients, help them get access to and correctly use their medications, get help with basic needs like housing and food, and get other needed medical, dental and mental health care services.

Financial Implications:

See above.

Other Implications:

None.

Staff Recommendation: MAL ____, JLN ____, TL ____, TM ____, JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: September 14, 2010

Subject: Recommendation to accept a Grant award from the Michigan Department of Community Health to Provide Continuum of Care Services to Persons Infected with HIV/AIDS and to Establish an Assistant Social Worker Position to Carry out the Grant Required Functions.

In July 2010, Ingham County Health Department (ICHHD) was awarded \$275,000 by the Michigan Department of Community Health to provide continuum of care services to persons infected with HIV/AIDS in the 2010/2011 fiscal year. This is our annual Ryan White funding. This year's grant includes an increase of \$75,000 to support a full-time Assistant Social Worker (ICEA PRO5).

The person in this position will provide resource and referral services for HIV/AIDS patients, help them get access to and correctly use their medications, get help with basic needs like housing and food, and get other needed medical, dental and mental health care services.

I recommend that the Board adopt the attached resolution and accept the \$275,000 grant award from the Michigan Department of Community Health and create the associated position to carry out the grant required functions.

Attachment

c: Debra Brinson, w/attachment
John Jacobs, w/attachment
Barbara Mastin, w/attachment
Tony Lindsey w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT \$275,000 GRANT AWARD FROM THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH TO PROVIDE CONTINUUM OF CARE SERVICES TO PERSONS INFECTED WITH HIV/AIDS AND TO ESTABLISH AN ASSISTANT SOCIAL WORKER POSITION TO CARRY OUT THE GRANT REQUIRED FUNCTIONS

WHEREAS, Ingham County Health Department applied for and received a \$275,000 grant through the Michigan Department of Community Health to provide continuum of care services to persons infected with HIV/AIDS; and

WHEREAS, in order to carry out the grant required functions an Assistant Social Worker position is required; and

WHEREAS, the grant award is for the 2010/2011 fiscal year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the \$275,000 grant from the Michigan Department of Community Health to provide continuum of care services to persons infected with HIV/AIDS.

BE IT FURTHER RESOLVED, a full-time Assistant Social Worker (ICEA PRO 5) position is established and a computer for this position is authorized for purchase.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the Health Department's budget.

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

RESOLUTION STAFF REVIEW

DATE September 10, 2010

Agenda Item Title: Resolution to Amend Resolution #10-268

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution amends resolution #10-268 which accepted \$100,000 grant award from the Michigan Department of Community Health for the School Wellness Program at Willow Health Center and created associated positions to carry out the grant required functions.

In error, the resolution created a new .1 FTE Health Educator position. In fact, a .25 FTE Health Educator was funded and is required to fulfill the grant. This .25 FTE will be added to an existing .50 FTE Health Educator position (601362) to create a .75 FTE Health Educator position.

The .75 FTE Health Educator will support the medical team at Willow by following up with patients on health and behavioral issues, and will do community outreach including adolescent health education and promotion and promoting health education with school staff.

Financial Implications:

The financial terms and conditions remain unchanged from Resolution #10-268. The .25 FTE Health Educator that is added is grant funded and was budgeted for in the original project.

Other Implications:

All other terms and conditions of Resolution #10-268 will remain unchanged.

Staff Recommendation: MAL ____, JLN ____, TL ____, TM ____, JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
County Service Committee
Finance Committee

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

DATE: September 14, 2010

RE: Recommendation to Amend Resolution #10-268

On August 24, 2010, the Board of Commissioners adopted Resolution #10-268 which accepted \$100,000 grant award from the Michigan Department of Community Health for the School Wellness Program at Willow Health Center and create associated positions to carry out the grant required functions.

In error, the resolution created a new .1 FTE Health Educator position. In fact, a .25 FTE Health Educator was funded and is required to fulfill the grant. This .25 FTE will be added to an existing .50 FTE Health Educator position (601362) to create a .75 FTE Health Educator position.

The .75 FTE Health Educator will support the medical team at Willow by following up with patients on health and behavioral issues, and will do community outreach including adolescent health education and promotion and promoting health education with school staff.

I recommend that the Board adopt the attached Resolution and amend Resolution #10-268 to add an additional .25 FTE Health Educator position to an existing .50 FTE Health Educator resulting in a .75 FTE.

Attachment

c: Debra Brinson, w/attachment
John Jacobs, w/attachment
Barbara Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A \$100,000 GRANT AWARD FROM THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH FOR THE SCHOOL WELLNESS PROGRAM AT WILLOW HEALTH CENTER AND CREATE ASSOCIATED POSITIONS TO CARRY OUT THE REQUIRED GRANT FUNCTIONS

RESOLUTION #10-268

WHEREAS, Ingham County Health Department applied for and received a \$100,000 grant through the Michigan Department of Community Health to implement a pilot School Wellness Program at Willow Health Center; and

WHEREAS, in order to carry out the grant required functions Health Center Nurse and Health Educator positions are required; and

WHEREAS, the program will coincide with the 2010-2011 school year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts \$100,000 grant from the Michigan Department of Community Health to implement a pilot School Wellness program at Willow Health Center, to coincide with the 2010/2011 school year.

BE IT FURTHER RESOLVED, a .75FTE Health Center Nurse position and a .1FTE Health Educator position are created and computers for these positions are authorized for purchase.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the Health Department's 2010 Budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any agreements consistent with this resolution, after review by the county attorney.

HUMAN SERVICES: Yeas: McGrain, Davis, Tennis, Nolan, Vickers

Nays: None **Absent:** Koenig **Approved 8/16/10**

FINANCE: Yeas: Grebner, Tennis, Bahar-Cook, Schor, Holman, Dougan

Nays: None **Absent:** None **Approved 8/18/10**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #10-268

WHEREAS, Resolution #10-268 accepted \$100,000 grant award from the Michigan Department of Community Health for the School Wellness Program at Willow Health Center and created associated positions to carry out the grant required functions; and

WHEREAS, the Health Educator position was created at .1FTE in error; and

WHEREAS, the funds require the addition of a .25FTE Health Educator position; and

WHEREAS, the Health Department will combine the additional .25FTE with an existing .50FTE Health Educator position (601362) resulting in a .75FTE position.

THEREFORE BE IT RESOLVED, Resolution #10-268 is amended to add a .25FTE Health Educator position.

BE IT FURTHER RESOLVED, the Health Department will combine the new .25FTE with an existing position resulting in a .75 FTE Health Educator position.

BE IT FURTHER RESOLVED, all other terms and conditions of Resolution #10-268 will remain unchanged.

RESOLUTION STAFF REVIEW

DATE September 10, 2010

Agenda Item Title: Resolution to Authorize an Amended 2010-2011 AmeriCorps Grant

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes an amended 2010-2011 AmeriCorps Grant. One week after the Board of Commissioners authorized the acceptance of a 2010-2011 AmeriCorps grant in the amount of \$145,123 (Resolution #10-266), the Health Department, on behalf of the Power of We Consortium, received notice it had been awarded an amended grant of \$171,925 to provide for the addition of two FTE AmeriCorps members, or a total of 12.75 FTE AmeriCorps members.

Financial Implications:

The grant amount offered by the Department of Human Services (DHS) includes \$47,887 (salary and fringe) for the temporary, full-time coordinator; staff training/travel; and partial AmeriCorps member support. The grant requires a match:

| | Amount | Percent |
|-------|---------|---------|
| Grant | 171,925 | 66% |
| Match | 87,662 | 34%* |
| Total | 259,587 | |

*Michigan Community Service Commission guidelines direct applicants to hold the DHS share under \$13,500 per member. Our match put the DHS share of our application at \$13,484 per member.

The match is drawn from:

- \$4,782 cash match for 5% salary/fringe for the PWC Coordinator;
- \$9,043 in indirect costs;
- \$73,836 from cash contributions from the AmeriCorps host sites selected via an RFP process.

In August, 2010, Resolution #10-266 stated that part of the cash match would be provided by the Ingham County Treasurer’s Office, committed from NSP2 funds, in the amount of \$5,575. With the addition of new grant dollars, increased indirect costs, and an additional number of host-sites providing cash contributions, these funds will no longer be necessary.

Other Implications:

None.

Staff Recommendation: MAL ____, JLN ____, 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: September 9, 2010

RE: Resolution to Authorize an Amended 2010-2011 AmeriCorps Grant

One week after the Board of Commissioners authorized the acceptance of a 2010-2011 AmeriCorps grant in the amount of \$145,123 (Resolution #10-266), the Health Department, on behalf of the Power of We Consortium, received notice it had been awarded an amended grant of \$171,925 to provide for the addition of two FTE AmeriCorps members, or a total of 12.75 FTE AmeriCorps members.

The grant amount offered by the Department of Human Services (DHS) includes \$47,887 (salary and fringe) for the temporary, full-time coordinator; staff training/travel; and partial AmeriCorps member support. The grant requires a match:

| | Amount | Percent |
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| Grant | 171,925 | 66% |
| Match | 87,662 | 34%* |
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The match is drawn from:

- \$4,782 cash match for 5% salary/fringe for the PWC Coordinator;
- \$9,043 in indirect costs;
- \$73,836 from cash contributions from the AmeriCorps host sites selected via an RFP process.

In August, 2010, Resolution #10-266 stated that part of the cash match would be provided by the Ingham County Treasurer’s Office, committed from NSP2 funds, in the amount of \$5,575. With the addition of new grant dollars, increased indirect costs, and an additional number of host-sites providing cash contributions, these funds will no longer be necessary.

The Power of We Consortium has received sufficient applications from community sites to support the placement of these additional members, who are highly sought after by community agencies.

The Power of We Consortium seeks to continually expand the AmeriCorps Project to the extent that grant funds become available in order to respond to growing community demand and to create increased program efficiencies.

I recommend that the Board of Commissioners adopt the attached resolution to accept this amended grant of \$171,925 from the Michigan Department of Human Services for the second year of this 3 year AmeriCorps grant.

- c: Renee Canady w/attachment
- John Jacobs w/attachment
- Peggy Roberts w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDED 2010-2011 AMERICORPS GRANT

WHEREAS, on August 24, 2010, the Board of Commissioners authorized an AmeriCorps grant (Resolution #10-266) from the Department of Human Services, on behalf of the Michigan Community Service Commission (MCSC) in the amount of \$145,123, for a time period of October 1, 2010 through September 30, 2011; and

WHEREAS, on September 2, 2010, the Health Department, on behalf of the Power of We Consortium, received an offer of available additional funding from the MCSC in the amount of \$26,802, for a total of \$171,925; and

WHEREAS, this additional funding will allow the placement of two additional FTE AmeriCorps members working in Ingham County agencies; and

WHEREAS, a minimum non-federal 24% local match of cash and/or in-kind contributions is required; and

WHEREAS, increasing the size of the AmeriCorps Project increases overall cost effectiveness while better serving community needs; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award at its increased amount.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an amended AmeriCorps grant of \$171,925 and authorizes a grant agreement with the Michigan Department of Human Services for the time period of October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that a non-federal match of \$87,662 (34%) is authorized with \$4,782 cash match being provided from 5% salary/fringe for the Power of We Consortium Coordinator, \$9,043 from indirect costs, and the remainder obtained through cash contributions from each of the AmeriCorps host sites selected through a Request for Proposal process.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary amendments to the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

RESOLUTION STAFF REVIEW

DATE September 10, 2010

Agenda Item Title: Resolution to Create a Physician Assistant Position

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution creates a Physician Assistant Position. Several positions were created as part of the New Access Point (NAP) award in Resolution #09-101. One of the newly created provider positions was that of a Nurse Practitioner. This position was posted in November 2009, and to date there have been no qualified applicants. To assist in filling this vacant provider position, the Health Department requested of the County’s Human Resources Department the creation a Physician Assistant position. Such a position would broaden the market within which the Department could search for a qualified provider. The position will then be posted as both a Nurse Practitioner/Physician Assistant. This will enable us to fill the vacancy with the most qualified applicant regardless of whether it is a Nurse Practitioner or a Physician Assistant.

Financial Implications:

Below is a cost comparison between the proposed Physician Assistant Position (MCF 12), and the Nurse Practitioner Position (MNA 6).

2010 Personnel Cost Projection

| | Max Comp. | MCF12 | | Max Comp. | MNA6 |
|--------|------------------|------------------|--------|------------------|------------------|
| | | Step 5 | | | Step 5 |
| 704000 | Salary | 82,015 | 704000 | Salary | \$82,795 |
| 720000 | Longevity | 1,800 | 720000 | Longevity | 1,800 |
| | Wages | <u>\$83,815</u> | | Wages | <u>\$84,595</u> |
| 715000 | FICA&med | 6,412 | 715000 | FICA&med | 6,472 |
| 716020 | Hlth &Surchrg | 14,263 | 716020 | Hlth &Surchrg | 14,268 |
| 716100 | Dental | 828 | 716100 | Dental | 828 |
| 716200 | Vision | 111 | 716200 | Vision | 111 |
| 717000 | Life Insurance | 126 | 717000 | Life Insurance | 76 |
| 718000 | Retirement | 13,570 | 718000 | Retirement | 6,861 |
| 722000 | Workers Comp | 712 | 722000 | Workers Comp | 719 |
| 717100 | Disability | 159 | 717100 | Disability | 161 |
| 714000 | Unemployment | 838 | 714000 | Unemployment | 846 |
| 716040 | Health Ins Trust | 838 | 716040 | Health Ins Trust | 846 |
| 722600 | CARES | 33 | 722600 | CARES | 33 |
| | Total | <u>\$121,706</u> | | Total | <u>\$115,815</u> |

Other Implications:

None.

Staff Recommendation: MAL ____ JLN ____ TL ____ TM ____ JC X

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: September 14, 2010

RE: Recommendation to create a Physician Assistant Position

On February 26, 2009, the Health Department was awarded a New Access Point (NAP) grant by the Health Resources and Services Administration, U. S. Department of Health and Human Services. Several positions were created as part of this grant award in Resolution #09-101. These new positions are to support increased access to health care and expanded hours within the Community Health Center Network (CHCN). In order to increase hours and access to care the grant requires us to increase the number of providers. One of the newly created provider positions was that of a Nurse Practitioner (Position No. 601415). This position was posted in November, 2009, and to date there have been no qualified applicants. The shortage of Nurse Practitioners is a universal issue not just one felt locally.

The Health Department discussed the lack of applicants with the Michigan Nurses Association (MNA) early spring to ask for assistance in marketing the position. This strategy, as well as increased marketing of the position, has failed to yield qualified applicants while the demand for available appointments within the CHCN continues to increase. Ultimately, ICHD is unable to assist in meeting the increased demand for health care within the community due this vacancy.

To assist in filling this vacant provider position, the Health Department requested of the County's Human Resources Department the creation a Physician Assistant position. Such a position would broaden the market within which the Department could search for a qualified provider. After reviewing the Job Analysis Questionnaire, Human Resources has recommended a Physician Assistant position at an MCF 12 and developed a job description. The Physician Assistant job description is attached to this memo. The salaries for a Physician Assistant and a Nurse Practitioner (MNA Grade 6) are comparable. The 2010 salary range for a Physician Assistant is \$67,654 - \$81,203, and the 2010 salary range for a Nurse Practitioner is \$68,291 - \$81,975.

I recommend that the Board adopt the attached resolution to create a Physician Assistant position. We are requesting to post Position #601415 as both a Nurse Practitioner/ Physician Assistant. This will enable us to fill the vacancy with the most qualified applicant regardless of whether it is a Nurse Practitioner or a Physician Assistant.

Attachment

c: Debra Brinson, w/attachment
John Jacobs, w/attachment
Barbara Mastin, w/attachment

**INGHAM COUNTY
JOB DESCRIPTION**

PHYSICIAN ASSISTANT- CHC

General Summary:

Under the supervision of and in collaboration with a staff physician, and under the management of the Medical Director for Community Health Services, the function of a Physician Assistant is to provide primary health care services to individuals of all ages as a member of the health team assigned to the health centers. The Physician Assistant will also receive administrative supervision from a Community Health Center Supervisor.

Essential Functions:

1. Obtains complete medical history and physical data on patients. Performs complete physical exams, assessments and records findings.
2. Makes independent provider judgments, collaborating with physician in managing acute and long term medical needs of patients, as appropriate. Manages medical emergencies.
3. Maintains and reviews patient records, charts and other pertinent information. Maintains patient confidentiality.
4. Orders appropriate laboratory and diagnostic procedures. Reports test and examination results.
5. Synthesizes data to determine preliminary diagnosis and therapeutic plan consistent with current medical practice. Utilizes the principles of prevention and promotes health and wellness.
6. Per licensing guidelines, administers medications and injections according to physician direction and protocols. Instructs patient and family regarding medications and treatment instructions, health maintenance, illness prevention, normal behavior, social and physical growth and development.
7. Refers patients to other health care professionals, specialists, clinics and community resources to meet patient and family needs.
8. Provides telephone consultation, follow-up phone calls and triage patient phone calls.
9. Demonstrates ongoing professional growth through participation in relevant educational endeavors and appropriate associations.
10. Attends required meetings and participates in committees as requested.
11. Complies with all agency policies and procedures concerning departmental compliance including privacy of protected health information.
12. Participates in the after hours on-call system.

13. Participates as a preceptor and role model for medical and nursing students and practitioners in training.
14. Collaborates and consults with supervising physician and peers.
15. May perform procedures at the discretion of the Medical Director as assigned, e.g., Quality Improvement or Utilization review activities.

Other Functions:

- Performs other duties as assigned
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Education: Masters Degree and graduate of an accredited Physician Assistant program with National Board Certification (PAC).

Experience: 3-5 years of Physician Assistant experience required.

Other Requirements: Licensed to practice as a PA in the state of Michigan and CPR certification must be kept current and applicable.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Ability to lift and carry up to 50 lbs.
- Ability to enter and access information from a computer.
- Ability to stand, sit or walk for prolonged periods of time.
- Ability to bend, stoop, kneel and crouch to assess patients and/or retrieve records and files.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office and clinic conditions.
- Often works under very disruptive and stressful conditions.
- Exposure to communicable disease, blood and other bodily fluids.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE A PHYSICIAN ASSISTANT POSITION

WHEREAS, in 2009 the Health Department was awarded a New Access Point (NAP) grant from the Health Resources and Services Administration, U. S. Department of Health and Human Services, to support increased access to health care and expanded hours within the Community Health Center Network (CHCN); and

WHEREAS, as required by the grant, several health care provider positions were created in Resolution #09-101 in order to realize the access to health care goals of the grant; and

WHEREAS, one of the provider positions created was that of a Nurse Practitioner which has been vacant since it was posted in November 2009; and

WHEREAS, despite its own best efforts and assistance from the Michigan Nurses Association, the Health Department has been unable to fill the position; and

WHEREAS, the Health Department cannot meet the requirements of the NAP grant nor the health care needs of the community due to this provider vacancy; and

WHEREAS, the Health Department requested of the County's Human Resources Department the creation of a Physician Assistant position to broaden the market from which the County can secure a qualified provider; and

WHEREAS, Human Resources has created a job description for a Physician Assistant and has recommended the position an MCF 12 with a 2010 salary range of \$67,654 to \$81,203.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a Physician Assistant position.

BE IT FURTHER RESOLVED, that the Physician Assistant position will be an MCF 12 with a 2010 salary range of \$67,654 to \$81,203.

BE IT FURTHER RESOLVED, that position #601415 continue to be posted as a Nurse Practitioner and a Physician Assistant vacancy.

BE IT FURTHER RESOLVED, that the position be filled with the most qualified applicant regardless of whether it is a Nurse Practitioner or a Physician Assistant.

Ingham County Pollution Prevention Regulation

Article I - Scope

This Regulation shall apply to all toxic, hazardous, or polluting substances which are manufactured, used, or stored by a facility within Ingham County.

This Regulation shall not apply to:

- A. Substances contained in foods, drugs, cosmetics, tobacco products and consumer products held for retail sale;
- B. Agricultural operators;
- C. Boxed or bagged salt;
- D. A facility who manufactures, stores, or uses a toxic, hazardous, or polluting substance at a workplace in an aggregate volume or quantity less than 56 gallons or four hundred fifty (450) pounds and shall not be required to include such substance on any inventory or to submit a status sheet on such substance(s); provided, however, the BEH may require reporting of toxic, hazardous, or polluting substances in lesser quantities if these substances are specified on the extremely hazardous substance list, 40 CFR 355.
- E. Other parties determined to be exempt by the Health Officer;
- F. Households;
- G. Universities and Colleges;
- H. Oil and gas exploration/production;
- I. Retail Automotive Service Stations (fuel only)
- J. Oil-containing electrical equipment.

Article II - Definitions

As used in this Regulation, the following definitions shall apply:

- A. "Agricultural Operators" means a person or persons who engages in farming.
- B. "Appeals Board" means Ingham County Board of Commissioners or its designated committee.
- C. "BEH" means the Bureau of Environmental Health, Ingham County Health Department.
- D. "Board" shall mean the Board of Commissioners of Ingham County.

- E. "CAS" shall mean the identification number assigned by the Chemical Abstract Service to chemical substances.
- F. "Chemical Name" means the scientific designation of a substance in accordance with the nomenclature systems developed by either the International Union of Pure and Applied Chemistry or the Chemical Abstract Service.
- G. "Common Name" means any designation or identification, such as a trade name or number or code name or brand name, used by a facility to identify a substance other than by its chemical name.
- H. "Container" means any receptacle either formed or flexible covering a liquid, solid, or gaseous substance, including, but not limited to, bag, barrel, bottle, box, can, cylinder, drum, carton, stationary or mobile storage tank, vessel or vat.
- I. "Emergency" means an intended or unintended release of a toxic, hazardous, or polluting substance from its container or containers (including, but not limited to, equipment failure or human error) if the release meets one or more of the following criteria:
1. The release constitutes a substantial threat to the health or life of a person or persons or constitutes a substantial threat to the environment.
 2. The release was not made pursuant to previously obtained license or permission from any government agency regulating discharges of toxic, hazardous, or polluting substances and was in an amount substantially greater than the amount the facility ordinarily releases in the routine course of manufacture, use or storage of the substance and said release may pose a threat to the public health or environment.
 3. A release which would require notification to the Director of the Department of Natural Resources and Environment.
- J. "Employee" means any person who works with or without compensation in a workplace.
- K. "Environment" means the air, water and land outside of a workplace.
- L. "Facility" means all contiguous land, and structures, other appurtenances, and improvements on the land, used for treating, storing, or disposing of liquid industrial and/or hazardous waste and/or polluting materials and/or the party that owns or controls the facility.
- M. "Health Officer" means the Director of the Ingham County Health Department or his/her designated representative.
- N. "Maximum Storage Inventory" means the maximum volume or quantity of a toxic, hazardous, or polluting substance that is, or has been, or may be present in the workplace during a specified calendar year.
- O. "Oil" includes petroleum, gasoline, fuel oil, grease, sludge, oil refuse and oil mixed with waste.
- P. "Party" means any person, firm, corporation, partnership, association or other entity (whether for-profit or not-for-profit) who or which has at least one (1) workplace within the County of Ingham.
- Q. "Polluting material" means all of the following:

1. Oil.
 2. Salt.
 3. Toxic, hazardous, or polluting substances identified by this regulation.
 4. Any compound or product that contains 1 %, or more, by weight, of any material listed in paragraphs (1) through (3) any of this subdivision based on material safety data sheet formulation information for the compounds or products.
 5. “Polluting material” does not include manufactured items.
- R. “Release” means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing of any toxic, hazardous, or polluting substances into the environment.
- S. “Retail Automotive Service Stations (fuel only)” means that portion of property where liquids that are used as motor fuels are stored and dispensed from equipment into the fuel tanks of motor vehicles.
- T. “Retail Sale” means the sale or purchase of any toxic, hazardous, or polluting substance that is individually packaged and sealed in small quantities (not more than 5 gallons or 40 pounds) for distribution to the ultimate consumer.
- U. “Salt” means sodium chloride, potassium chloride, calcium chloride, magnesium chloride, and solutions or mixtures of these compounds.
- V. “Substance” means any element, chemical, compound, combination, or any mixture thereof, whether organic or inorganic.
- W. “Toxic, hazardous, or polluting substance” means any substance (or mixture containing such substance in concentrations of 1.0 % or more, or 0.1% for carcinogens, mutagens or teratogens) which is defined and regulated by any of the following:
1. 29 CFR Part 1910 Subpart Z, Toxic and Hazardous Substances, also known as the Worker Right-To-Know Act, which is administered by the Occupational and Safety and Health Administration (OSHA). A substance is deemed toxic, hazardous, or polluting under this Regulation if a Material Safety Data Sheet (MSDS) is required.
 2. 40 CFR 355, List of Extremely Hazardous Substances. This list is generated by the Environmental Protection Agency (EPA) under SARA Title III, section 302;
 3. 40 CFR 372.65, Subpart D - Specific Toxic Chemical Listings. This is a list generated by the Environmental Protection Agency (EPA) under Sec. 313 of SARA Title III. It is also known as the Toxic Chemical Release Inventory (TCRI).
 4. Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended, Part 31, and the rules promulgated there under:
 5. Polluting Materials. This list is generated by the Michigan Department of Natural Resources and Environment. The list is located under R324.2009 of the Michigan Administrative Code.

6. 40 CFR Part 261, Appendix VIII, and 40 CFR 261.3. These are RCRA listed wastes and waste generating processes. Included are wastes that meet the criteria of: a) Ignitability; b) Corrosivity; c) Reactivity; or d) Toxicity Characteristic, or
7. Natural Resources and Environmental Protection Act, Act 415 of 1994, as amended, Part 121, Liquid Industrial Wastes. Liquid industrial waste means any liquid waste, other than unpolluted water, which is produced by or incident to or results from an industrial or commercial activity or the conduct of any enterprise.

X. "Work Area" means any area within a workplace, whether outdoors or inside a structure, where substances are stored, used, or manufactured, (and includes, but is not limited to, areas where substances are handled, mixed, processed, packaged, or re-packaged); and where employees, licensees, invitees, or other persons may be present. The term "work area" does not include principal and secondary residences and also does not include lawns or fields upon which fertilizers, pesticides, or herbicides are applied.

Y. "Workplace" means an entire establishment or business, at one geographic location, containing one or more work areas.

Z. Addendum "A". List of Acronyms used in regulation.

Article III - Pollution Prevention Information for the Public

Section 3.1 - Reporting Requirements: Any facility who manufactures, uses or stores toxic, hazardous, or polluting substance at any workplace in Ingham County on or after the effective date of this Regulation shall compile and deliver the following documents to the BEH by the following deadlines:

- A. A first status sheet for each substance accurate as of the date a facility first manufactures, uses or stores a toxic, hazardous, or polluting substance within ten (10) calendar days after a facility first manufactures, stores, or uses the toxic, hazardous, or polluting substance at a workplace.
- B. An updated status sheet accurate as of January 1 of each year shall be filed as of March 1st of each year and shall include, but not be limited to, the maximum storage inventory for the prior calendar year. Existing plans such as SPCC, PIP, RCRA and/or SARA Title III / 302 Site Plans may be submitted in lieu of the status sheet if all of the information required in this section is contained within the existing plan.
- C. If a change of ownership or a change in operations occurs, an updated status sheet must be submitted.

Section 3.2 - Status Sheet: The BEH shall make available to the public, upon request, a standard status sheet. A status sheet shall include, but not be limited to, the information listed below:

- A. An inventory of all toxic, hazardous, or polluting substances manufactured, stored, or used at the workplace. The inventory shall include, but not be limited to, a listing of the common name, the chemical name, the CAS number, storage location, hazards associated with the substance, and the maximum storage inventory for the applicable calendar year.
- B. The name, address and telephone number of the manufacturer of the substance.
- C. The names, addresses and telephone numbers of two (2) persons in the facility organization with authority to make decisions for the facility in the event of any emergency involving the substance.

- D. The facility's plan for notification of emergency personnel and other personnel in the event of an emergency involving the substance, including names, addresses and telephone numbers of persons to be notified and the contents, if known, of emergency messages to be delivered.
- E. Information that may help emergency personnel identify which containers in the workplace may, or do, contain the substance.
- F. For each such workplace, a plan view showing the location of such containers in the workplace.
- G. The facility's intended plan for consuming or ultimately removing the substance from the workplace, including, but not limited to: consumption of the substance in the process of manufacturing products, shipment in the ordinary course of business to retailers or wholesalers of the substance, shipment to a workplace of the facility located outside the County, discharge of the substance into the local sanitary sewer system, loss of the substance by evaporation, etc.

Section 3.3 - Accessibility: The BEH shall keep on file a copy of all inventories and status sheets received, and make them readily available to the public, upon request, during regular business hours and at a reasonable cost for duplication; provided, however, that the plan view and information regarding the location of toxic, hazardous, or polluting materials containers shall not be available to the public.

Section 3.4 - Public Notification: Ingham County shall notify the public at least annually that the information required by this Regulation is available from the Ingham County Health Department and that the public has a right of access to the information provided in Section 3.3.

Article IV - Pollution Prevention Information for Emergency Personnel

Section 4.1 - Emergency Notification: Every facility covered by this Regulation, in the event of an off-site or potential off-site release, shall immediately call 911 and notify the BEH. Such notification shall include the following information, to the extent known to the facility:

- A. The common name and either the chemical name or CAS of all toxic, hazardous, or polluting substances involved in the emergency;
- B. An estimate of the quantity of each such substance that was, or may have been, released during the emergency;
- C. The time and duration of the emergency;
- D. The actions taken by the facility to respond to and contain the released material; and
- E. Any advice regarding medical attention necessary for exposed individuals.

Section 4.2 - Posting: Any facility required to be inspected under Section 5.1 of this Regulation shall post a sign at the principal outside entrances to the workplace which would indicate participation in the Ingham County P2 Program.

Article V - Duties of the Health Officer

The Health Officer shall have jurisdiction throughout Ingham County, including all cities, villages, townships and charter townships, in the administration of this Regulation and any amendments hereafter adopted, unless otherwise specifically stated herein.

Section 5.1 - Inspections: The BEH shall conduct inspections of workplaces within Ingham County during years that they may have an aggregate maximum storage inventory of not less than 56 gallons (450 pounds) of any toxic, hazardous, or polluting substances. These inspections shall be for the purpose of, but not limited to, determining:

- A. That all required inventories and status sheets have been completed accurately and have been submitted to the BEH as required in Article III.
- B. That adequate and appropriate safety, containment, and clean-up equipment is readily available.
- C. That signs are posted as required in Section 4.2.
- D. That proper storage practices and procedures are being followed as required in Section 5.4.
- E. The maximum storage inventory of the calendar year in which the inspection occurs.

Section 5.2 - Reduced Frequency Inspection Status: Any facility that is found to be in compliance with this Regulation at the time of the 2nd annual inspection, or within 90 days thereafter, will be placed on a schedule of reduced frequency inspections.

To maintain reduced frequency inspection status, the facility must:

- A. Remain in compliance with this Regulation, including reporting requirements under Article III and fee payments under Article VIII;
- B. Make no changes to storage conditions or modifications to the workplace without prior review and approval of the Health Officer;
- C. Not increase the maximum storage inventory since the most recent inspection;
- D. Adequately address any releases to avoid environmental health hazards.
- E. Submit an annual written verification as to items A - D above to the Health Officer by March 1st of each year.

Reduced frequency inspections shall be conducted once every three (3) years for facilities with less than 500 gallons (4500 pounds) and once every two (2) years for facilities with more than 500 gallons (4500 pounds) of toxic, hazardous, or polluting substances.

Nothing in this section shall prohibit the Health Officer from conducting site visits as necessary to verify the accuracy and validity of reduced frequency status. If reduced frequency inspection status is found to be unwarranted, the site visit will be treated as an annual inspection. A change of ownership shall require a new inspection.

Section 5.3 – Re-inspections: The BEH shall conduct re-inspections of those workplaces which have been found to be in violation of this Regulation. These re-inspections shall be conducted as necessary to verify correction of such violations.

Section 5.4 - Storage Practices: All parties shall store all toxic, hazardous, or polluting substances that may be at their workplaces according to practices and procedures which will prevent contamination of air, groundwater and surface water and which will prevent accidental release.

The BEH shall develop written criteria for evaluating storage practices and procedures for conformity with these requirements. Such written criteria shall be available to the public, upon request, at no cost. The BEH shall review with each facility that is inspected whether the facility's storage practices and procedures meet these criteria.

The BEH, in proper cases, shall report suspected violations of state law to appropriate state agencies.

Section 5.5 - Records: The BEH shall also maintain the following information:

- A. Inventories and status sheets filed pursuant to Article III of this Regulation, indexed by name of the facility; and tax parcel number of the workplace;
- B. Reports from on-site inspections, indexed by the name of the facility; and tax parcel number of the workplace;
- C. Variances and applications for variances, as provided under Article IX of this Regulation;
- D. Public health and environmental information of those toxic, hazardous, or polluting substances listed on the inventories received by the Health Officer. Such information may include, but is not limited to, physical and chemical characteristics; physical and health hazards; generally applicable precautions for safe handling and use; procedures for clean up of spills and leaks; generally applicable control measures; and emergency and first aid procedures. The information referred to in this subsection shall be gathered by the BEH, insofar as possible, from sources other than regulated parties. Copies of this information shall be made available to the public, upon request, during business hours free of charge, except for a reasonable cost for duplication.

Section 5.6 Remedies and Penalties:

- A. The Health Officer shall have the authority to issue citations for any violations of this Regulation. Any person who shall fail to comply with any provision of this Regulation shall be liable for monetary civil penalties of not more than One Thousand (\$1,000.00) Dollars for each violation or day that the violation continues. The citation shall be written and cite with particularity the section of this Regulation alleged to have been violated and the right to appeal.
 - 1. Not later than twenty (20) days after receipt of the citation, the alleged violator may petition the appropriate appeals board of Ingham County for an administrative hearing to affirm, dismiss or modify the citation. This hearing shall be held thirty (30) days after the receipt of the petition. The decision of the appropriate appeals board of Ingham County shall be final, unless within sixty (60) days of the decision a review is granted.
 - 2. The person aggrieved by the decision may petition the Ingham County Circuit Court for review no later than sixty (60) days following receipt of the final decision.
 - 3. A civil penalty becomes final if a petition for an administrative hearing is not received within the time specified in this section.
- B. Notwithstanding the existence or pursuit of any other remedy, the Health Officer may maintain an action in the name of Ingham County in a court of competent jurisdiction for an injunction or other appropriate process against any facility to enforce this Regulation.

Section 5.7 - Confidentiality Protections: The BEH shall adopt necessary practices to protect information identified pursuant to Article VII hereof as a trade secret from improper use or dissemination beyond the purposes of this Regulation, except that trade secret information may be released when deemed necessary to properly protect health, safety, or property in an emergency.

Section 5.8 - Power to Establish Policy and Guidelines: The Health Officer is hereby granted the authority to establish policies and guidelines, not in conflict with the purpose and intent of this Regulation for the purpose of carrying out the responsibilities herein delegated to the Health Officer by law. All such policies shall be in writing and shall be kept in a policy file available for public inspection upon request.

Section 5.9 - Emergency Notification: The BEH, upon learning of release of a toxic, hazardous, or polluting substance, shall notify the Ingham County Office of Emergency Management and the Office of Homeland Security and Emergency Management.

Section 5.10 - Annual Report: Each year the Health Officer must report to the Board of Commissioners the number and nature of inspections and type of enforcement actions undertaken in the previous year.

Article VI - Falsification

It shall be unlawful for a party or any officer, director or employee of a facility, to knowingly, or recklessly, or negligently fail to comply with the provisions of this Regulation, or to misrepresent, falsify, conceal, destroy or fail to retain information necessary to comply with this Regulation. The dissolution of a corporation shall not discharge its directors, officers or employees from liability for such conduct.

Article VII - Trade Secrets

This Regulation shall not be construed as limiting any rights, obligations, or remedies regarding trade secrets existing under applicable law, except as is necessary to achieve the objectives of this Regulation and as expressly provided below.

Section 7.1: A facility may withhold the chemical name (but not the common name) of a toxic, hazardous, or polluting substance from inventories and the status sheets required by Article III provided that the facility shall:

- A. Establish that the substance is a trade secret by showing:
 1. That the specific substance has not been published or disseminated or has not otherwise become a matter of general public knowledge.
 2. That the substance has competitive value in regard to the portion or phase of any scientific or technical information design, process, procedure, or formula which shall be substantially harmed by disclosure; and
 3. That the specific substance cannot be discovered lawfully by analytical techniques, laboratory procedures, or other means available to any potential competitor, including reverse engineering; and
 4. The substance is not required to be disclosed to the public under any federal or state law.

B. Establish that the substance is not a suspected or recognized carcinogen, mutagen, teratogen, or cause of significant irreversible damage to human organs or body systems, as demonstrated through human, animal and other experimental media; and

C. Identify the substance on the inventory and status sheet by a generic chemical classification that would provide sufficient information upon which a health professional could render recommendations for adequate safeguards to prevent exposure to the toxic, hazardous, or polluting substance; and

D. Provide the withheld information on a confidential basis to a treating physician/nurse who states, (in writing, except in an emergency situation), that a patient's health problems may be related to exposure to the substance. A statement to this effect with the name and phone number of the person or persons authorized, on a 24-hour a day basis, to disclose the withheld information shall be included on the status sheet.

Section 7.2: Any facility that wishes to avail itself of the provisions of Section 7.1, to avoid disclosing the chemical name of a substance on an inventory and/or status sheet shall deliver to the BEH a trade secret request sheet each time an inventory or status sheet is required to be delivered. That trade secret request sheet shall contain, for each substance the facility wants treated as a trade secret, the following:

A. A statement of the information the facility deems to be a trade secret, protected under Section 5.7; and

B. A true statement that the conditions of Section 7.1 have been met; and

C. The chemical name that, but for Section 7.1, would have been required on the status sheet and on the inventory.

Section 7.3: No officer, employee, agent or contractor of any Ingham County department, division, bureau, board or commission shall knowingly and intentionally disclose to anyone in any manner unless authorized by law, any trade secret information, except as is required to administer or enforce the provisions of this Regulation. Any person who violates this provision may be fined, suspended, or removed from office or employment, or subject to any other applicable proceedings and penalties for violation of trade secret protections provided for under existing law.

Section 7.4: Notwithstanding any other provision of this Regulation, the BEH is authorized to disclose trade secret information when such action is necessary to properly protect health, safety or property in an emergency situation.

Section 7.5: Within sixty (60) days of receipt of a trade secret request sheet pursuant to Section 7.2 of this Article, the BEH shall consider the evidence to determine if the facility has supported the claim that the specific chemical identity is a trade secret pursuant to Section 7.1 of this Article. The BEH shall notify said facility in writing of his/her determination regarding the facility's trade secret request.

Section 7.6: If the trade secret request is denied, that facility is then required to comply with the full provisions of this Regulation within ten (10) working days of receipt of the decision of the BEH.

Section 7.7: The BEH may revoke any trade secret designation upon the basis of new information showing that the original facts requested in Section 7.1 have changed; provided, however, that public disclosure of the claimed trade secret shall not be made until ten (10) calendar days after the holder of the trade secret is notified of the proposed revocation, unless the holder of the trade secret files an appeal of the revocation pursuant to Section 9.2, below, in which event public disclosure would be stayed pending the decision of the appropriate appeals board of Ingham County. If the appropriate appeals board of Ingham County upholds the proposed revocation, public disclosure shall not be made until ten (10) calendar days after receipt by the holder of the claimed trade secret of the written findings and decisions of the appropriate appeals board of Ingham County.

Article VIII - Fees

Section 8.1 - Reporting Fee: Each facility required to report under Section 3.1 shall pay an annual reporting fee to the BEH with the submission of a toxic, hazardous or polluting materials status sheet. The annual reporting fee shall be based on the aggregate maximum storage inventory which must be reported on that status sheet and shall be paid by March 1 of each year.

Section 8.2 - Inspection Fee: Each facility whose workplace is inspected under Section 5.1 shall pay an inspection fee to the BEH based on the aggregate maximum storage inventory for the calendar year in which the inspection occurs. The minimum threshold for inspection fees shall be established at 56 gallons (450 pounds).

Section 8.3 – Re-inspection Fee: For each re-inspection in which violations are found to persist, the re-inspected facility shall pay a re-inspection fee to the BEH.

Section 8.4 - Optional Service Fees: Other fees may be assessed by the BEH for requested, non-mandated services, such as on-site consultations and plan reviews.

Section 8.5 - Fee Amounts: The fee amounts shall be determined by a schedule to be approved and amended as necessary by resolution of the Ingham County Board of Commissioners.

Article IX - Variances and Appeals

The appropriate appeals board of Ingham County shall hear appeals and may grant individual variances from provisions of this Regulation by a concurring vote of the majority of its members where it is determined that no substantial health hazard is likely to occur from the requested variance and unnecessary hardship might result from strict compliance with this Regulation.

Section 9.1 - Variances: A request for a variance shall be in writing and shall contain a detailed description of the variance sought. The request for a variance, together with a fee established by the Ingham County Fee Schedule, shall be filed with the BEH.

Section 9.2 - Hearings and Appeals:

If a party is adversely affected by any decision under this Regulation, the party may request in writing a Hearing before the Ingham County Board of Commissioners or its designated committee within thirty (30) days of the date of such decision. The Department shall issue a Notice of Hearing within fifteen (15) days after receiving the request and payment of the appropriate Appeals fee. A Hearing shall then be held at the next regular meeting of the Ingham County Board of Commissioners or its designated committee, scheduled for such purposes; provided, however, that a Hearing shall be conducted no later than sixty (60) days after the Notice of Hearing is mailed to the owner or interested party. The Ingham County Board of Commissioners or its designated committee shall affirm, dismiss or modify the contested decision by a majority vote of the Board or committee. The decision by the Ingham County Board of Commissioners or its designated committee shall be in writing and state the reasons and grounds for such decision. A copy shall be furnished to the owner, any interested person, and the Department within thirty (30) days of the decision.

Article X- Severability

Section 10.1: If any provision, section, or word of this Regulation, or the enforcement thereof, is held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect or render invalid or unenforceable any other provision of this Regulation. To this end, each of the provisions and sections of this Regulation are severable.

Section 10.2: If this Regulation or the enforcement of this Regulation is held to be invalid for any geographical area within Ingham County, such a holding shall not affect the validity or enforceability of this Regulation in any other area of Ingham County.

Article XI– Implementation

The effective date of this Regulation is, 2010, being 45 days after approval by resolution # ____ of the Ingham County Board of Commissioners.

Article XII- Short Name

This Regulation will be referred to as the “The Ingham County Pollution Prevention Regulation”.

Ingham County Pollution Prevention Regulation

ADDEDUM “A”

LIST OF ACRONYMS USED IN REGULATION

| | |
|--------------|----------------------------------------------------------|
| BEH | Bureau of Environmental Health |
| CAS | Chemical Abstract Service |
| CFR | Code of Federal Regulations |
| EPA | Environmental Protection Agency |
| MDNRE | Michigan Department of Natural Resources and Environment |
| MSDS | Material Safety Data Sheet |
| OSHA | Occupational Safety and Health Administration |
| P2 | Pollution Prevention |
| PIP | Pollution Incident Prevention |
| RCRA | Resource Conservation and Recovery Act |
| SARA | Superfund Amendments and Reauthorization Act |
| SPCC | Spill Prevention, Control and Countermeasure |
| TCRI | Toxic Chemical Release Inventory |

MEMORANDUM

TO: Human Services Committee
FROM: Dean Sienko, Health Officer
DATE: September 1, 2010
SUBJECT: Out-of-State Travel

This is notification of out-of-state travel of Debra Brinson to be a presenter on “Valuing Clinical Programs” at the American Public Health Association’s summit on Health Reform. The conference will be held on November 6, 2010 in Denver, Colorado.

The School Community Health Alliance of Michigan and the Kellogg Foundation will be covering the cost of Ms. Brinson’s travel and conference, County funds will not be used.

MEMORANDUM

TO: Human Services Committee
FROM: Dean G. Sienko, M.D., Health Officer
DATE: September 9, 2010
RE: In State Travel Notification

The following Environmental Health Department employees will be attending the 2010 Summit Emergency Management Conference in Traverse City, MI, October 5-7, 2010.

Renee Franco
Mark Piavis

The purpose of the conference is to develop emergency management skills as they relate to public health. This will also provide an opportunity to network with other management professionals in emergency management functions.

The estimated cost per person is \$615.00. The will be support on Non-general funds from the Solid Waste Voluntary Funding Program.

MEMORANDUM

TO: Human Services Committee
FROM: Dean Sienko, Health Officer
DATE: September 9, 2010
SUBJECT: In-State Travel Notification

This is notification of in-state travel of Debra Brinson, Barb Mastin, and Jayson Welter to attend the “Home Sweet Patient Centered Medical Home” annual conference held by the Michigan Primary Care Association. The conference will be taking place October 10-12, 2010 in Grand Rapids, Michigan. Each employee will be traveling to and from the conference each day; they will not be staying overnight.

Michigan health centers will join together to examine the transformation into the Patient Centered Medical Home. This will allow community members to participate in comprehensive, coordinated, continuous health care that is centered on their needs and integrates care across the entire community and health care system.

The total cost of travel and conference registration will be approximately \$1500 for all three employees. Grant funds will be utilized for this expense. No general funds will be used. Thank you for your consideration.

MEMORANDUM

TO: Human Services Committee
FROM: Dean G. Sienko, M.D., Health Officer
DATE: September 9, 2010
RE: In-State Travel Notification/Authorization

This is a notification that Rona Harris, Community Outreach Specialist in the Community Health Assessment and Health Promotion Unit to attend the 2010 Michigan Premier Public Health Conference and the pre-conference workshops in Bay City, MI on October 26-27, 2010. Ms. Harris will represent the Behavioral Health Sciences forum of MALPH and attend the section meeting. Cassandra Larrieux, Health Analyst in the Community Health Assessment and Health Promotion Unit would like to attend the conference as a participant. There are several sessions that they plan on attending that would be beneficial to both employees and the County.

Rona and Cassandra understand that the county's current economic forecast is dire; consequently, they have tried to minimize travel cost to the best of their ability. They have decided to travel together using one vehicle and to share a room at the conference hotel.

Rona and Cassandra's position at ICHD (Community Outreach Specialist and Health Analyst) make this conference especially important for them to attend. Total Cost for Rona Harris that includes transportation, lodging and meals: \$246.00 paid by the Behavioral Health Sciences Forum (**non-General Funds**)

Total Cost for Cassandra Larrieux that includes meals and conference registration: \$195.00 paid from available funds in the Community Health Assessment budget (**General Fund Dollars**)

MEMORANDUM

TO: Human Services Committee

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

DATE: September 9, 2010

RE: In State Travel Request

This is notification of In-State travel for James Wilson, Director, Environmental Health and Diane Gorch, Supervisor, Environmental Health to attend the Michigan Association of Local Environmental Health Agencies Director's Conference. The conference will be held at the R.A. MacMullan Conference Center in Roscommon, MI, September 29-October 2, 2010.

The purpose of the travel will be to discuss LHD and State EH program policies and new programs. Total cost is estimated to be 1,080 to be paid by general fund.