

CHAIRPERSON
MARC THOMAS

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
STEVE DOUGAN

HUMAN SERVICES COMMITTEE
ANDY SCHOR, CHAIR
REBECCA BAHAR-COOK
CURTIS HERTEL, JR.
TIM SOULE
MIKE SEVERINO
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, DECEMBER 1, 2008 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E) OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 17, 2008 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Health Department/Human Services Committee - Resolution to Amend the Ingham County, Michigan Regulation [Eliminating Smoking in Public and Private Worksites](#) by Adding New Requirements for Protecting Air Quality in Restaurants, Bars and Other Food Service Establishments which have Designated Nonsmoking Areas
2. Health Department
 - a. Resolution to Authorize Amendment #1 to the [2008-2009 Comprehensive Planning](#), Budgeting and Contracting Agreement with the Michigan Department of Community Health
 - b. Resolution to Authorize a [2008-2009 Moving Our Community](#) Toward Health Grant
 - c. Resolution to Authorize Acceptance of a Federal Assistance Award for an [Abstinence Education Program](#)
 - d. Resolution to Authorize a [Teen Parent Program](#) Agreement with the Michigan Department of Human Services
 - e. Resolution to Authorize Service Contracts with [Licensed Dentists](#) for 2009
 - f. Resolution to Authorize Acceptance of a Federal Assistance Award for Health Care Services for the [Homeless](#)
3. Controller's Office - Resolution Authorizing Adjustments to the 2008 Ingham County Budget and Authorizing the Controller/Administrator to Make [Year End Budget Adjustments](#)

Announcements **PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC**
Public Comment **DEVICES OR SET TO MUTE OR VIBRATE TO AVOID**
Adjournment **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

November 17, 2008

Minutes

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

Members Absent: None

Others Present: John Neilsen, Susan O'Shea, Marcus Cheatham, John Jacobs, Melany Mack, Patrick Patterson, Deb Underhill and others

The meeting was called to order by Chairperson Schor at 7:04 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the November 3, 2008 Minutes

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE NOVEMBER 3, 2008 MINUTES AS AMENDED. MOTION CARRIED UNANIMOUSLY.

The Minutes were amended as follows:

Page 2: Comm. Bahar-Cook's disclosure should read as follows:

COMM. BAHAR-COOK DISCLOSED THAT THE GARDEN PROJECT OF THE GREATER LANSING FOOD BANK IS HER CLIENT AND HABITAT FOR HUMANITY OF *MICHIGAN* IS ALSO HER CLIENT.

Additions to the Agenda

- 2n. Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use in Ingham County
- 2o. Resolution to Authorize a 2008-2009 Public Health Services Agreement with the Ingham Health Plan Corporation

Limited Public Comment: None

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

- 2. Health Department
 - a. Resolution to Authorize a Purchase Order Utilizing Remaining Susan G. Komen Detroit for the Cure, Inc. Grant Funds and Extend the Grant Period
 - b. Resolution to Authorize the Continuation of a Memorandum of Agreement and Grant from the Corporation for National Community Services
 - d. Resolution to Authorize Three Adolescent Health – Child and Adolescent Health Center Grant Agreements with the Michigan Primary Care Association

- e. Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University
- f. Resolution to Authorize a Pediatric Physician Agreement with the College of Human Medicine at Michigan State University
- g. Resolution to Authorize a Pediatric Physician Agreement with the College of Osteopathic Medicine at Michigan State University
- h. Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services
- i. Resolution to Extend the Cooperative Operational Agreement with the Ingham Community Health Center Board
- j. Resolution Authorizing a 2009 Contract and Lease Agreements with Our Savior Lutheran Church for the Operation of the Food Pantry Located at 1515 West Holmes Road, Lansing, Michigan
- l. Resolution Honoring Dennis Jurczak, M.D.
- m. Resolution Honoring Donna Wilson
- o. Resolution to Authorize a 2008-2009 Public Health Services Agreement with the Ingham Health Plan Corporation

MOTION CARRIED UNANIMOUSLY.

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

- 1. Ingham County Medical Care Facility/Department of Human Services Board – Resolution Authorizing an Expansion of the Ingham County Medical Care Facility

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE RESOLUTION AUTHORIZING AN EXPANSION OF THE INGHAM COUNTY MEDICAL CARE FACILITY.

Ms. O'Shea stated she provided information to this Committee a few weeks ago regarding the proposed expansion of the Ingham County Medical Care Facility. The Department of Human Services Board will use \$650,000 from the Medical Care Facility Depreciation Fund for this project. Chairperson Schor stated this Committee approved that this project can proceed.

Comm. Dougan said he spoke with Ms. O'Shea regarding the size of the Depreciation Fund. He then said Ms. O'Shea informed him that she has never seen any guidelines for this Fund. Ms. O'Shea stated she called Plant & Moran to discuss this matter. Plant & Moran was not aware of any guidelines for this Fund. Plant & Moran informed her that the guidelines vary from county to county. The average funds for this Fund are \$2 million to \$4 million. Ms. O'Shea then stated there are funds to cover this project.

Chairperson Schor stated Ms. O'Shea could forward information she receives about the Fund to this Committee.

MOTION CARRIED UNANIMOUSLY.

2. Health Department

- c. Resolution to Amend the Agreement Between Ingham County and the Greater Lansing Food Bank

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO AMEND THE AGREEMENT BETWEEN INGHAM COUNTY AND THE GREATER LANSING FOOD BANK.

Mr. Neilsen stated this Agreement has not been updated since 1988. Ms. Mack said this Agreement needs to be updated to reflect changes in the duties and responsibilities of the parties. Both parties wish to renegotiate the Agreement and have agreed upon the language to be included in the new Agreement.

COMM. BAHAR-COOK DISCLOSED THAT THE GREATER LANSING FOOD BANK IS HER CLIENT.

MOTION CARRIED UNANIMOUSLY.

- k. Resolution to Authorize an Agreement with Volunteers of America for the New Hope Day Shelter Program

Mr. Cheatham said the Board of Commissioners authorized a contingency appropriation of \$30,000.00 to Volunteers of American (VOA) for the New Hope Day Shelter Program. The Board of Commissioners also agreed to consider similar appropriations to VOA as part of the County's budget process if requested by VOA.

Comm. Severino asked if this plan is realistic. Mr. Patterson, VOA, said his biggest concern regards the challenges of the Program in the near future. He then stated other agencies will help to fund this Program.

Comm. Bahar-Cook asked if VOA will change their services to Delta Township, Clinton and Eaton Counties. Mr. Patterson said he has made progress to receive funds from those areas. He thinks he may receive funds from Eaton County. East Lansing has also contracted with VOA for services.

Comm. Bahar-Cook asked if the Health Department contracts with anyone else to provide homeless services. Ms. Mack said they work with Sparrow Hospital for these services. Mr. Jacobs said the Health Department does not contract with any other entity for these services.

Chairperson Schor asked if the \$25,000 is included within the Health Department's budget. Mr. Jacobs said the funds are in the Department's 2009 budget.

MOVED BY COMM. SOULE, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH VOLUNTEERS OF AMERICA FOR THE NEW HOPE DAY SHELTER PROGRAM. MOTION CARRIED UNANIMOUSLY.

Mr. Patterson informed the Committee that VOA is working on a plan to have a new facility.

- n. Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use in Ingham County

MOVED BY COM. BAHAR-COOK, SUPPORTED BY COMM. SOULE, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EATON INTERMEDIATE SCHOOL DISTRICT TO PREVENT AND REDUCE TOBACCO USE IN INGHAM COUNTY.

Comm. Severino asked Ms. Mack to clarify the financial implications for this item. Ms. Mack said Mid-South provides funds to Eaton Intermediation School District to provide this service. Comm. Bahar-Cook asked where the Department received the funds for the Agreement. Ms. Mack stated the Health Department receives funding from three major agencies.

MOTION CARRIED UNANIMOUSLY.

Announcements

Chairperson Schor informed the Committee that he would not be present for the upcoming Board of Commissioner's meeting because he will be in Florida.

Mr. Neilsen said this Committee has one more meeting this year.

Comm. Bahar-Cook stated she will miss Comm. Severino serving on the Board of Commissioners next year. Comm. Severino said he appreciates this Committee and he will miss the Commissioners.

Public Comment: None

The meeting adjourned 7:31 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF REVIEW

DATE November 24, 2008

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

Submitted by: Health Department/Human Services Committee

Committees: LE____, JD____, HS__X__, CS____, Finance____

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

The “Regulation Eliminating Smoking in Public and Private Worksites” known as the Ingham County Clean Air Regulation was approved by the Board of Commissioners in 2002.

Restaurants, bars, and other food service establishments were exempted in the Clean Air Regulation. This resolution amends the Clean Air Regulation to improve air quality in non-smoking areas of restaurants, bars, and other food service establishments in order to minimize exposure of nonsmokers to environmental tobacco smoke.

New establishments and existing establishments planning major renovations will be required to make application to the Ingham County Health Department for the Plan Review Process, as required for licensure under Michigan Food Law. The application shall set forth measures to improve the air quality in nonsmoking areas of said establishment, including the procedures the establishment will follow and describing any systems or equipment that will be utilized for this purpose and the maintenance program for said equipment. The Ingham County Health Department will review said application and will issue a food service establishment license upon determination that the measures and procedures set forth in said application are reasonably expected to improve air quality in nonsmoking areas and that there exist reasonable means to verify that the proposed measures and procedures are adequate and implemented. An application that states that all areas of the establishment are to be nonsmoking, and that meet the requirements for licensing, shall be deemed sufficient for the issuance of the food service establishment license.

Inspection of food service establishments for the purposes of determining compliance with this regulation may be made by the Ingham County Health Department staff during routine food services inspections or as a separate Clean Air Regulation inspection, announced or unannounced, in response to a citizen complaint. It is the business owner’s responsibility to assure that ventilation systems are in compliance with the 2006 Michigan Mechanical Code

and/or to use other controls such as dilution or filtration strategies in order to improve air quality in areas designated as non-smoking. The Ingham County Health Department will evaluate the non-smoking areas during the plan review process and other times as needed; this may require evaluation by a PE Mechanical Engineer to ascertain the effectiveness of procedures, equipment or systems used to improve air quality in nonsmoking areas. If, upon inspection of an establishment, the Health Officer determines that ventilation systems or dilution and filtration strategies are failing to adequately improve air quality in nonsmoking areas of the establishment, the Health Officer shall require the implementation of such measures as necessary to ensure that ventilation systems meet the minimum 2006 Michigan Mechanical Code Design standard and/or other controls such as dilution and filtration strategies are adjusted in order to adequately improve air quality.

Five years after the initial effective date of this regulation, all existing food service establishments which exceed the lowest Renewal License category established for food service establishments by the Ingham County Health Department's Bureau of Environmental Health will be regulated, and ten years after the effective date of this regulation, all food service establishments within Ingham County will fall within its terms. However, a food service establishment may apply to the Health Officer for a variance of up to five years, citing specific economic, operational, or physical reasons that make full compliance infeasible.

Financial Implications:

No direct immediate financial impact. However, the fines for non-compliance are changed as follows:

- First violation changes from warning to fine not exceeding \$100
- Second violation changes from fine not exceeding \$100 to fine not exceeding \$270
- Third violation changes from fine not exceeding \$200 to fine not exceeding \$540
- Each additional violation from fine not exceeding \$500 to fine not exceeding \$1,080

Other Implications:

As required, a public hearing was held regarding this amendment at the Human Services meeting of October 20, 2008. The amendments to the Regulation Eliminating Smoking in Public and Private Worksites approved by this Resolution will be effective 90 days after the date of adoption of this Resolution.

In the event the State of Michigan enacts legislation prohibiting smoking in public and work places, the changes made to the Ingham County Clean Air Regulation by this amendment will be superseded by the statutory changes made by such legislation.

Staff Recommendation: MM___ JN___ TL___ TM___ JC X

Staff recommends approval of the resolution, contingent upon recognition from the Board of Commissioners that legal challenges may result from the adoption of this amendment.

MEMORANDUM

To: Human Services Committee

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

Date: November 21 2008

Subject: Resolution to Amend the Ingham County Clean Air Regulation

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

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

In April, 2008 a report was released by Public Sector Consultants which concluded that there is compelling scientific evidence to support eliminating exposure to secondhand smoke. Ken Sikkema, former Majority Leader of the Michigan Senate and lead author of the report, noted that public support, measured by opinion polls and adoption of smoke-free laws in other states, is increasing.

The amendment to the regulation has been proposed to improve air quality in non-smoking areas of restaurants, bars, and other food service establishments in order to minimize exposure of nonsmokers to environmental tobacco smoke.

The Ingham County Board of Health has been actively involved in developing the amended regulation. Board of Health members attended two Human Services Committee meetings and made changes to the proposed amendment based on feedback from Commissioners. Board of Health members also attended two public hearing on the proposed amendment, the first on November 19, 2007 and the second on October 20, 2008. The Board of Health urges the Ingham County Board of Commissioners to support efforts to ban smoking in restaurants and bars statewide and, in the event a state-wide law is not enacted, to amend the Ingham County regulation as proposed.

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

If the State of Michigan enacts legislation prohibiting smoking in public workplaces, that legislation will supersede the changes proposed in the regulation.

I recommend that the amended regulation be adopted as presented.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

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

WHEREAS, two public hearings have been held; and

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

WHEREAS, the Health Officer has notified the Board of Commissioners that notice of the November 19, 2007 and October 20, 2008 public hearings was published in the Lansing State Journal on November 7, 2007 and October 8, 2008, and has recommended that the Board of Commissioners approve the amendment to the Regulation.

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the County of Ingham, Michigan, having considered the comments made at the public hearings on November 19, 2007 and October 20, 2008, hereby approves an amendment to the Regulation Eliminating Smoking in Public and Private Worksites by adding new provisions to improve the air quality in restaurants, bars and other food service establishments which have designated nonsmoking areas (copy attached and incorporated by reference).

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

BE IT FURTHER RESOLVED, that in the event the State of Michigan enacts legislation prohibiting smoking in public and work places, the changes made to the Ingham County Clean Air Regulation by this amendment shall be superseded by the statutory changes made by such legislation.

**INGHAM COUNTY, MICHIGAN
REGULATION ELIMINATING SMOKING
IN PUBLIC AND PRIVATE WORKSITES ~~AMENDED TO CONTROL AIR CONTAMINATION
BY TOBACCO USE~~ IMPROVE AIR QUALITY IN NONSMOKING AREAS IN RESTAURANTS AND BARS BY
MITIGATING AIR CONTAMINATION CAUSED BY ENVIRONMENTAL TOBACCO SMOKE**

Sec. 1000. Title

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

Sec. 1001. Authority

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

Sec. 1002. Jurisdiction and Administration

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

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

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

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

Sec. 1003. Purpose

A. Ingham County hereby finds and declares that:

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

3. The National Institute for Occupational Safety and Health (NIOSH):

- (a) finds that secondhand smoke poses an increased risk of lung cancer and, possibly, heart disease to people exposed in the worksite,
- (b) recommends that nonsmokers should not be exposed to secondhand smoke, and
- (c) finds that nonsmokers can be protected by elimination of smoking in the building, or establishing separately ventilated smoking areas that exhaust directly to the outside.

B. These studies find that tobacco smoke is a major contributor to indoor air pollution, and that breathing **environmental tobacco smoke** ~~secondhand smoke~~ is a cause of disease, including cancer, heart disease and stroke in nonsmokers. At special risk are infants, children, teens, pregnant women, elderly people, nonsmokers with long-term exposure to **environmental tobacco smoke** ~~secondhand smoke~~, individuals with cardiovascular disease, and individuals with impaired respiratory function, including the young, asthmatics and those with obstructive airway disease. Also harmed are those with health conditions induced by breathing **environmental tobacco smoke** ~~secondhand smoke~~ including asthma, lung cancer, heart disease, respiratory infection, decreased respiratory function, including bronchoconstriction and broncho-spasm.

C. Accordingly, Ingham County finds and declares that the purpose of this regulation is to protect the public health and welfare by regulating smoking in public places and places of employment and recreation.

Sec. 1004. Definitions

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

1. "Business" means any sole proprietorship, partnership, joint venture, corporation or other business entity formed for profit-making purposes, including retail establishments where goods or services are sold as well as professional corporations and other entities where legal, medical, dental, engineering, architectural or other professional services are delivered.
2. "Convention Hall" means any enclosed area where public or private groups assemble to engage in business or social functions.
3. "Employee" means any person who is employed by any employer in the consideration for direct or indirect monetary wages or profit, and any person who volunteers his or her services for a nonprofit entity.
4. "Employer" means any person, partnership, corporation, including a municipal corporation, or non-profit entity, who employs the services of one or more individual persons.
5. "Enclosed Area" means all space between a floor and ceiling which is enclosed on all sides by solid walls or windows (exclusive of door or passage ways) which extend from the floor to the ceiling, including all space therein screened by partitions which do not extend to the ceiling or are not solid, office landscaping or similar structures.
6. "Food Service Establishments" means a fixed or mobile restaurant, coffee shop, cafeteria, short order café, luncheonette, grill, tearoom, sandwich shop, soda fountain, tavern, bar cocktail lounge, nightclub, drive-in, industrial feeding establishment, private organization serving the public, rental hall, catering kitchen, delicatessen, theater, commissary, or similar place in which food or drink is prepared for direct consumption through service on the premises or elsewhere, and any other eating or drinking establishment or operation where food is served or provided for the public. Food service establishment does not include:
 - i) a motel that serves continental breakfasts only; ii) a food concession; iii) a bed and breakfast that has 10

or fewer sleeping rooms, including sleeping rooms occupied by the innkeeper; iv) a bed and breakfast that has at least 11 but fewer than 15 rooms for rent, if the bed and breakfast serves continental breakfasts only; or v) a child care organization regulated by Michigan law unless the establishment is carrying out an operation considered by the State of Michigan to be a food service establishment.

7. "Plan Submission Approval" refers to food services establishment renovation procedures and guidelines outlined in the Michigan Food Law.

~~7.~~ 8. "Public Place" means any enclosed area to which the public is invited or in which the public is permitted, including but not limited to, banks, educational facilities, health facilities, laundromats, public transportation facilities, reception areas, retail food production and marketing establishments, retail service establishments, retail stores, theaters and waiting rooms. A private residence is not a "public place."

~~8.~~ 9. "Tobacco Specialty Store" means a retail store utilized primarily for the sale of tobacco products and accessories and in which the sale of other products is merely incidental.

~~9.~~ 10. "Service Line" means any indoor line at which one (1) or more persons are waiting for or receiving services of any kind, whether or not such service involves the exchange of money.

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

~~11.~~ 12. "Sports Arena" means sport pavilions, gymnasiums, health spas, boxing arenas, swimming pools, roller and ice rinks, bowling alleys and other similar enclosed areas where members of the general public assemble either to engage in physical exercise, participate in athletic competition, or witness sports events, excluding facilities licensed as a food service establishment.

~~12.~~ 13. "Worksite" means any enclosed area under the control of a public or private employer which employees normally frequent during the course of employment, including, but not limited to, work areas, employee lounges and restrooms, conference and class rooms, employee cafeterias and hallways. A private residence is not a "worksite" unless it is used as a child care, adult day care or health care facility.

14. **"Environmental Tobacco Smoke" means smoke (both gases components and particulates) generated by lighted tobacco containing cigars, cigarettes, and pipes, released into ambient air. This includes both mainstream smoke (exhaled by smokers) and side stream smoke (released when not actively being inhaled).**

15. **"Non-Smoking Area" means any site, area, building, part of a building, or property which has been posted or designated as prohibiting smoking.**

16. **"Secondhand Smoke" means environmental tobacco smoke that has been inhaled by a non-smoker.**

17. **"Major Remodeling" is remodeling in which there are significant changes in kitchen equipment or equipment layout and where by law the project would require the addition/removal/relocation of plumbing fixtures or mechanical equipment or an increase/decrease in plumbing or mechanical capacity.**

Sec. 1005. Prohibition of Smoking in Public and Private Worksites and Improvement of Air Quality in Non-Smoking Areas in Restaurants, Bars, and Other Food Service Establishments

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

1. Restrooms, lobbies, reception areas, hallways and any other common-use areas.
2. Buses, taxicabs, and other means of public transit under the authority of the County of Ingham, and ticket, boarding, and waiting areas of public transit depots.
3. Service lines.
4. Retail stores.
5. All areas available to and customarily used by the general public in all businesses and nonprofit entities patronized by the public, including but not limited to, attorneys offices and other office, banks and laundromats.
6. All areas of galleries, libraries and museums.
7. Any facility which is primarily used for exhibiting any motion picture, stage, drama, lecture, musical recital or other similar performance, except performers when smoking is part of a stage production.
8. Sports arenas.
9. Convention Halls.
10. Public and private meeting facilities.
11. Every room, chamber, place of meeting or public assembly, including school buildings under the control of any board, council, commission, committee, including joint committees, or agencies of Ingham County or any political subdivision of the State of Michigan, to the extent such location is subject to the jurisdiction of Ingham County.
12. Waiting rooms, hallways, wards and semi-private rooms of health facilities, including, but not limited to, hospitals, clinics, physical therapy facilities, doctors' offices, and dentists' offices.
13. Lobbies, hallways, and other common areas in: hotels, motels, multiple-tenant office buildings and malls, apartment buildings, condominiums, trailer parks, retirement facilities, nursing homes, and other multiple-unit residential facilities.
14. On the premises of child care centers and child care institutions.
- 15. On the premises of family and group day care homes for children during hours of operation of the family and group day care homes.**

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

1. Notwithstanding any other provisions of this regulation, any restaurant, bar and/or other food service establishment covered by Section 333.12905 of the Michigan Public Health Code, 1978 P.A. 368, as amended, shall be required to improve the air quality in any areas of said establishment designated for nonsmokers, pursuant to the following provisions:

(a) New establishments and existing establishments planning major renovations shall be required to make application to the Ingham County Health Department for the Plan Review Process, as required for licensure under Michigan Food Law. Said application shall set forth measures to improve the air quality in nonsmoking areas of said establishment, including the procedures the establishment will follow and describing any systems or equipment that will be utilized for this purpose and the maintenance program for said equipment.

(b) The Ingham County Health Department shall review said application and shall issue a food service establishment license upon determination that the measures and procedures set forth in said application are reasonably expected to improve air quality in nonsmoking areas and that there exist reasonable means to verify that the proposed measures and procedures are adequate and implemented.

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

Sec. 1006. Application of Regulation

Notwithstanding any other provision of this regulation, any owner, operator, manager or other person who controls any establishment or facility may declare that entire establishment or facility as a nonsmoking establishment. This applies to governmental offices of and in Ingham County.

Sec. 1007. Prohibition of Smoking in Places of Employment

A. It shall be the responsibility of employers to provide a smoke-free worksite as set forth in this regulation.

B. Notwithstanding any other provision of this regulation, an employer may designate a smoking room for employees, provided such area is a separate enclosed area and is separately ventilated so that smoke does not enter other non-smoking areas of the worksite; and, further provided that the employer shall simultaneously designate an equivalent non-smoking room for employees. The provisions of this section do not include municipal or other governmental employers.

C. Within 90 days of the effective date of this regulation, each employer having an enclosed place of employment located within Ingham County shall adopt, implement, make known and maintain a written smoking policy. If a current policy does not exist, the policy shall contain, at a minimum, the following wording:

Smoking is prohibited in all enclosed areas within this worksite except in designated areas. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, employer owned vehicles, and all other enclosed facilities.

D. The smoking policy shall be communicated to all current employees at least three (3) weeks prior to its effective date, and at the time of employment of all other employees.

E. All employers shall supply a written copy of the smoking policy upon request to any existing or prospective employee.

Sec. 1008. Where Smoking is Not Regulated

A. Notwithstanding any other provision of this regulation to the contrary, the following areas shall not be subject to the smoking restrictions of this regulation.

~~1. Food Service Establishments.~~

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

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

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

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

~~6.~~ 5. A worksite used by a single business owner which does not ordinarily have public or employee interactions at the site, and does not share a ventilation system with any other worksite.

~~7. Public places where bingo games are held, except as otherwise prohibited under this regulation.~~

Sec. 1009. Posting of Signs

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

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

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

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

Sec. 1010. Enforcement

A. Enforcement for Public and Private Worksites

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

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

- ~~C~~ 3. Any citizen who desires to register a complaint under this chapter may initiate enforcement through the Health Officer, or his or her designated staff. However, if the complaint is against an employer, the employee shall first exhaust internal procedures.
- ~~D~~ 4. The Health Department or the Fire Department shall require, while an establishment is undergoing otherwise mandated inspections, a "self-certification" from the owner, manager, operator or other person having control of such establishment that all requirements of this regulation have been complied with.
- ~~E~~ 5. Any owner, manager, operator or employee of any establishment regulated by this regulation shall inform persons who are violating this regulation.
- ~~F~~ 6. After exhausting an employer's internal procedures and the Health Department Administrative Rules, a private citizen may bring legal action against any employer to enforce this regulation.

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

- 1. In addition to any other provisions of this regulation, as it applies to any restaurant, bar, and/or other food service establishment covered by Section 333.12905 of the Michigan Public Health Code, 1978 P.A. 368, as amended, the enforcement of this regulation shall be implemented as follows by the Health Officer in order to improve the quality of air in non-smoking areas of restaurants, bars and other food services establishments in which smoking is allowed in other areas.**
- 2. Inspection of food service establishments for the purposes of determining compliance with this regulation may be made by the Ingham County Health Department staff during routine food services inspections or as a separate Clean Air Regulation inspection, announced or unannounced, or in response to a citizen complaint.**
- 3. It is the business owner's responsibility to assure that ventilation systems are in compliance with the 2006 Michigan Mechanical Code and/or to use other controls such as dilution or filtration strategies in order to improve air quality in areas designated as non-smoking. The Ingham County Health Department will evaluate the non-smoking areas during the plan review process and other times as needed; this may require evaluation by a PE Mechanical Engineer to ascertain the effectiveness of procedures, equipment or systems used to improve air quality in nonsmoking areas.**
- 4. If, upon inspection of an establishment, the Health Officer determines that ventilation systems or dilution and filtration strategies are failing to adequately improve air quality in nonsmoking areas of the establishment, the Health Officer shall require the implementation of such measures as necessary to ensure that ventilation systems meet the minimum 2006 Michigan Mechanical Code Design standard and/or other controls such as dilution and filtration strategies are adjusted in order to adequately improve air quality.**

Sec. 1011. Nonretaliation

No person or employer shall discharge, refuse to hire or in any manner retaliate against any employee, applicant for employment, or customer because such employee, applicant, or customer exercises any right to a smoke-free environment afforded by this regulation.

Sec. 1012. Violations and Penalties

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

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

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

1. ~~A warning citation for a first violation.~~ **A fine not exceeding one hundred dollars (\$100.00) for a first violation.**

2. A fine not exceeding ~~one hundred dollars (\$100)~~ **two hundred seventy dollars (\$270.00)** for a second violation within one (1)-year from a finding of the first violation, provided that adequate time has elapsed between the first and second violation for the alleged violator to have received notice of the first violation.

3. A fine not exceeding ~~two hundred dollars (\$200)~~ **five hundred forty dollars (\$540.00)** for a third violation of this regulation within one (1) year from a finding of the first violation.

4. A fine not exceeding ~~five hundred dollars (\$500)~~ **one thousand eighty (\$1,080.00)** for each additional violation of this regulation within one (1) year from a finding of the first violation.

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

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

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

Sec. 1013. Public Education

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

Sec. 1014. Other Applicable Laws

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

Sec. 1015. Severability

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

Sec. 1016. Effective Date

A. Effective Date for Public Private Worksites

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

2. The adoption date of this Amended Regulation will not affect the policies of public and private worksites.

B. Effective Date for Food Service Establishments

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

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

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

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

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

2. In the event the State of Michigan enacts legislation prohibiting smoking in public and work places, the changes made to the Ingham County Clean Air Regulation by this amendment shall be superseded by the statutory changes made by such legislation.

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize Amendment #1 to the 2008-2009 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health

Submitted by: Health Department

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

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

This resolution authorizes Amendment #1 of the 2008-2009 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2008-2009 Agreement in Resolution #08-237.

Financial Implications:

Amendment #1 will increase the budget for Comprehensive Local Health Services from \$4,707,163 to \$4,768,298 for a net increase of \$61,135. The Amendment makes the following specific changes in the budget:

1. BCCCP Coordination: increase of \$36,375.
2. Building Healthy Communities: increase of \$20,000.
3. Childhood Lead Prevention: decrease of \$3,333.
4. TB Control: increase of \$8,093.

Other Implications:

The Amendment also revises sections of the Agreement:

- A. It requires the Health Department to convene a community coalition to plan cardiovascular disease interventions and to complete four health assessments provided on line by MDCH.
- B. It makes accessing the total amount budgeted for Family Planning in the CPBC agreement contingent upon serving at least 95% of proposed Title X users.
- C. It requires the Health Department to work with MDCH to establish Plan First! Caseload targets.

Staff Recommendation: MM__ JN__ TL__ TM__ JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: November 18, 2008

Subject: CPBC Agreement Amendment #1 for 2008-2009

This is a recommendation to authorize Amendment #1 of the 2008-2009 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The funds, of course, come with terms and conditions. The CPBC Agreement establishes the funding levels and the terms and conditions. The Board of Commissioners authorized the 2008-2009 Agreement in Resolution No. #08-237.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #1 will increase the budget for Comprehensive Local Health Services from \$4,707,163 to \$4,768,298 for a net increase of \$61,135. The Amendment makes the following specific changes in the budget:

1. BCCCP Coordination: increase of \$36,375.
2. Building Healthy Communities: increase of \$20,000.
3. Childhood Lead Prevention: decrease of \$3,333.
5. TB Control: increase of \$8,093.

The Amendment also revises sections of the Agreement:

- D. It requires us to convene a community coalition to plan cardiovascular disease interventions and to complete four health assessments provided on line by MDCH.
- E. It makes accessing the total amount budgeted for Family Planning in the CPBC agreement contingent upon serving at least 95% of proposed Title X users.
- C. It requires us to work with MDCH to establish Plan First! caseload targets.

I recommend that the Board of Commissioners adopt the attached resolution and that the Controller is authorized to amend the Health Department's 2008 Budget in order to implement this resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENT #1
TO THE 2008-2009 COMPREHENSIVE PLANNING,
BUDGETING AND CONTRACTING AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

WHEREAS, the responsibility for protecting the public health is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Community Health (MDCH) and Ingham County have historically entered into contracts to clarify the role and responsibility of each party in protecting the public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2008-2009 Agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process to clarify roles and responsibilities, including funding relationships, authorized by Resolution #08-237; and

WHEREAS, the MDCH has proposed an amendment to the 2008-2009 CPBC to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2008-2009 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the amendment shall: 1) Revise information in Attachment I – Annual Budget Instructions; 2) Add/revise information in Attachment III – Program Specific Assurances and Requirements; and 3) Incorporate Attachment IV – Funding Reimbursement Matrix as Revised for the Local Public Health Operations (LPHO) and categorical budget detail, output measures and performance reimbursement criteria.

BE IT FURTHER RESOLVED, that the net adjustment in the total amount of CPBC funding shall be an increase of \$61,135 from \$4,707,163 to \$4,768,298 which includes: 1) BCCCP Coordination: an increase of \$36,375; 2) Building Healthy Communities: an increase of \$20,000; 3) Childhood Lead Prevention: a decrease of \$3,333; and 4) TB Control: an increase of \$8,093.

BE IT FURTHER RESOLVED, that the Amendment also revises sections of the Agreement which include: A. It requires the Health Department to convene a community coalition to plan cardiovascular disease interventions and to complete four health assessments provided on line by MDCH; B. It makes accessing the total amount budgeted for Family Planning in the CPBC agreement contingent upon serving at least 95% of proposed Title X users; and C. It requires the Health Department to work with MDCH to establish Plan First! caseload targets.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this resolution.

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

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize a 2008-2009 Moving Our Community
Toward Health Grant

Submitted by: Health Department

Committees: LE____, JD____, HS_ X __, CS____, Finance_ X __

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

This resolution authorizes a grant agreement with the Michigan Department of Community Health (MDCH) and the Michigan Nutrition Network to implement activities to change policies and environments to support nutrition and physical activity. This is the fifth year of this agreement.

Year five activities will focus on physical activity and healthy eating through a variety of innovative projects implemented by community partners through subcontracts.

Financial Implications:

MDCH will provide Ingham County with \$44,857 to implement the initiative, and the funds shall be included in the 2008-2009 CPBC Agreement for the period October 1, 2008 through September 30, 2009. \$75,576 in additional funds for the project will be provided by the Michigan Nutrition Network.

Grant activities will be implemented through subcontracts totaling up to \$107,601 as outlined below; further detail is contained in the attached memorandum.

- LeRoy Harvey - \$15,320
- South Lansing Community Development Association - \$45,125
- Mid-Michigan Environmental Action Council - \$15,000
- NorthWest Initiative - \$32,156

An amount of \$2,500 will be allocated to support travel and supplies for grant-related activities.

Other Implications:

None.

Staff Recommendation: MM____ JN____ TL____ TM____ JC_ X __

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: November 20, 2008

Subject: Resolution to authorize a 2008-2009 Moving Our Community Toward Health Grant

This is a recommendation to authorize a grant agreement with Michigan Department of Community Health (MDCH) and Michigan Nutrition Network to implement activities to change policies and environments to support nutrition and physical activity. This is the fifth year of this agreement. The first two years' activities involved surveys and assessments of local supports and barriers to increasing physical activity in the community, building linkages, and forging partnerships. The second, third, and fourth years of the initiative included efforts to implement improvement plans.

Year Five activities will focus on physical activity and healthy eating through a variety of innovative projects implemented by community partners as detailed below. Grant activities will be implemented through subcontracts totaling up to \$107,601 as detailed below:

LeRoy Harvey will assist with coordination of the project and complete a related mapping project through a subcontract of up to \$15,320. Mr. Harvey has assisted with coordination of the project since the inception of Moving Our Community Toward Health in 2005.

South Lansing Community Development Association will be receive a subcontract for up to \$45,125 to develop a Farmers Market in South Lansing and to conduct a social marketing campaign to increase physical activity and healthy eating among low income South Lansing residents.

Mid-Michigan Environmental Action Council will receive a subcontract for \$15,000 to increase physical activity, implement a Complete Streets Ordinance, and create a non-motorized plan for the City of Lansing.

NorthWest Initiative will receive a subcontract for up to \$32,156 to continue the School Garden Projects begun in past years of MOCTH, to engage three more convenience stores to carry fresh fruits and vegetables, and to pilot a community garden project for senior citizens.

Agenda Item 2b

An amount of \$2,500 will be allocated to support travel and supplies for grant-related activities.

I recommend that the Board adopt the attached resolution and authorize the 2008-2009 Moving Our Community Toward Health grant and subcontracts.

Attachment

c: Melany Mack w/attachment
 John Jacobs w/attachment
 Janine Sinno w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A 2008-2009 MOVING OUR COMMUNITY
TOWARD HEALTH GRANT**

WHEREAS, the Michigan Department of Community Health (MDCH) implements a grant program to improve diet and physical activity in communities; and

WHEREAS, Ingham County was the recipient of a Moving Our Community Toward Health grant for the past four years; and

WHEREAS, the MDCH has awarded a \$44,857 implementation grant for the Moving Our Community Toward Health Initiative in FY2008-2009; and

WHEREAS, \$75,576 in additional funds for the project will be provided by the Michigan Nutrition Network; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the 2008-2009 Moving Our Community Toward Health grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Moving Our Community Toward Health Grant with the Michigan Department of Community Health.

BE IT FURTHER RESOLVED, that the MDCH will provide Ingham County with \$44,857 to implement the initiative, and the funds shall be included in the 2008-2009 CPBC Agreement for the period October 1, 2008 through September 30, 2009.

BE IT FURTHER RESOLVED, Michigan Nutrition Network will provide Ingham County with up to \$75,576 to implement the initiative.

BE IT FURTHER RESOLVED, that subcontracts are authorized up to the specified amounts with the following individuals and organizations:

- LeRoy Harvey, 1641 Mt. Vernon, East Lansing - up to \$15,320
- South Lansing Community Development Association - up to \$45,125
- Mid-Michigan Environmental Action Council - \$15,000
- NorthWest Initiative - up to \$32,156

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2009 budget to implement the resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the grant agreement, the Professional Services Contract from Michigan Nutrition Network, and the subcontracts after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize Acceptance of a Federal Assistance Award for an Abstinence Education Program

Submitted by: Health Department

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

Summary of Proposed Action: (See the attached memorandum of explanation.)
This resolution authorizes acceptance of a federal assistance award for an Abstinence Education Program with the United States Department of Health and Human Services (HHS).

Financial Implications:

The Health Department's Healthy Choices Abstinence Program has been one of HHS' Abstinence Education demonstration projects since 1999. This designation requires abstinence education programming targeted at Ingham County youth, ages 9 to 17 and their parents, and provides \$276,826 for the period of October 1, 2008 through September 30, 2009.

As in previous years, the Health Department will continue to work with schools and community agencies to provide research supported curriculum and activities that promote youth abstinence from risk-taking behaviors. The partnership with community agencies will be formalized through contractual agreements with these agencies responding to a mini-grant process with the expectation that abstinence programming will meet the specific needs of an individual agency's constituents. The agency contracts will not exceed \$28,000 collectively.

Other Implications:

Evaluation of the Health Department's Healthy Choices program will be accomplished through collection and input of pre and post intervention data. Maintenance and support of the data collection system will be contractually provided by Public Sector Consultants for no more than \$20,000. Evaluation of the data will occur via a contract with Michigan State University, with this contract not to exceed \$15,000.

Staff Recommendation: MM__ JN__ TL__ TM__ JC_ X__
Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: November 20, 2008

SUBJECT: Authorization to Accept a Federal Assistance Award for an Abstinence Education Program from the United States Department of Health and Human Services

This is a recommendation to authorize acceptance of a federal assistance award for an Abstinence Education Program with the United States Department of Health and Human Services (HHS).

Reducing the incidence of sexually transmitted diseases and unintended pregnancies among adolescents is an important objective for the Health Department as these issues continue to persist as important public health challenges. Fortunately, HHS funds abstinence-until-marriage education programs, like the Health Department's, as part of its strategy to reduce the incidence of STDs and unintended pregnancies among adolescents. The purpose of HHS' Abstinence Education demonstration projects is to enable community agencies to develop, implement and evaluate programs that teach adolescents to abstain from sexual activity until marriage in order to avoid risks of unintended pregnancy, STDs, and related health problems.

The Health Department's Healthy Choices Abstinence Program has been one of HHS' Abstinence Education demonstration projects since 1999. This designation requires abstinence education programming targeted at Ingham County youth, ages 9 to 17 and their parents and provides \$276,826 for the period of October 1, 2008 through September 30, 2009.

As in previous years, the Health Department will continue to work with schools and community agencies to provide research supported curriculum and activities that promote youth abstinence from risk-taking behaviors. The partnership with community agencies will be formalized through contractual agreements with these agencies responding to a mini-grant process with the expectation that abstinence programming will meet the specific needs of an individual agency's constituents. The agency contracts will not exceed \$28,000 collectively.

Given that this award is for a demonstration project evaluation of the program's effectiveness is required. Evaluation of the Department's Healthy Choices program will be accomplished through collection and input of pre and post intervention data. Maintenance and support of the data collection system will be contractually provided by Public Sector Consultants for no more

than \$20,000. Evaluation of the data will occur via a contract with Michigan State University, with this contract not to exceed \$15,000. The attached resolution authorizes expenditure of for these evaluation services.

The Department will also contract with local recreational and/or meeting centers for the purpose of conducting Abstinence Program events.

I recommend that the Board adopt the attached resolution and authorize acceptance of the federal assistance award for an Abstinence Education Program.

Attachment

c: Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment
 John Jacobs, CPA, Chief Financial Officer w/attachment
 Barbara Watts Mastin, MA, Chief Operating Officer w/attachment
 Carlos Moreno, MD, MBA, Health Center Administrator w/attachment
 Jan Kimble, M.A., L.P.C., Program Coordinator w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF A FEDERAL ASSISTANCE
AWARD FOR AN ABSTINENCE EDUCATION PROGRAM**

WHEREAS, preventing sexually transmitted diseases and unintended pregnancies among adolescents is an important public health challenge; and

WHEREAS, Ingham County has secured a \$276,826 federal assistance award from the United States Department of Health and Humans Services (HHS) for an abstinence education demonstration program for the period of September 30, 2008 through September 29, 2009; and

WHEREAS, the Health Department has continuously provided services as an Adolescent Family Life Abstinence Education Demonstration Project grantee since 1999; and

WHEREAS, the Health Officer has advised the Board of Commissioners that the Department's Abstinence Education Program has been effective and recommends that the Board of Commissioners authorize acceptance of the federal assistance award in the amount of \$276,826.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts a federal assistance award in the amount of \$276,826, for an Abstinence Education Prevention Program for the period September 30, 2008 through September 29, 2009.

BE IT FURTHER RESOLVED, that a \$15,000 contract with Michigan State University and a \$20,000 contract with Public Sector Consultants be authorized for evaluation of the project for the same period as the grant award.

BE IT FURTHER RESOLVED, that subcontracts with community agencies for abstinence education activities are authorized with the total of all subcontracts not to exceed \$28,000.

BE IT FURTHER RESOLVED, that contracts are authorized with local organizations for recreational and meeting space to support the Abstinence Education Program activities.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this resolution.

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

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize a Teen Parent Program Agreement with the Michigan Department of Human Services

Submitted by: Health Department

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

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

This resolution authorizes a Teen Parent Program Agreement with the Michigan Department of Human Services for the period of October 1, 2008 through September 30, 2010.

The Health Department's Teen Parent Program, working in coordination with other community agencies, supports pregnant and parenting teens as they take on the responsibilities of parenthood. More specifically, the Teen Parent Program promotes independence and self-sufficiency, promotes enhanced self-esteem, promotes improved communications skills and the completion of one's high school education. In addition, the program assists participants in securing food, clothing, transportation, childcare, job and/or job training, and safe and affordable housing. Information on prenatal care, birth process, child development, parenting skills, anger management, and risk behaviors is also provided.

Financial Implications:

The Michigan Department of Human Services will provide \$136,169 in each year for the period of October 1, 2008 through September 30, 2010 for the Health Department to provide Teen Parent Program services.

Other Implications:

Since 1993, the Health Department has provided parenting services to youth under the age of twenty-one through this program.

Staff Recommendation: MM____ JN ____ TL ____ TM____ JC_ X__

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: November 20, 2008

SUBJECT: Authorization to Execute a Teen Parent Program Agreement with the Michigan
Department of Human Services

This is a recommendation to authorize a Teen Parent Program Agreement with the Michigan Department of Human Services for the period of October 1, 2008 through September 30, 2010.

Since 1993, the Health Department has provided parenting services to youth under the age of twenty-one through this program. The Health Department has competitively secured funding from the Michigan Department of Human Services that assures continuity of this program for the next two years. The Michigan Department of Human Services will provide \$136,169 in each year for the period of October 1, 2008 through September 30, 2010 for the Health Department to provide Teen Parent Program services.

The Health Department's Teen Parent Program, working in coordination with other community agencies, supports pregnant and parenting teens as they take on the responsibilities of parenthood. More specifically, the Teen Parent Program promotes independence and self-sufficiency, promotes enhanced self-esteem, promotes improved communications skills and the completion of one's high school education. In addition, the program assists participants in securing food, clothing, transportation, childcare, job and/or job training, and safe and affordable housing. Information on prenatal care, birth process, child development, parenting skills, anger management, and risk behaviors is also provided.

The Teen Parent Program has been an effective and integral component of the Health Department's comprehensive service delivery to the community's youth.

I recommend that the Board of Commissioners adopt the attached resolution to authorize an agreement with DHS for Teen Parent Program from October 1, 2008 through September 30, 2010.

Attachment

Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment
John Jacobs, CPA, Chief Financial Officer w/attachment
Barbara Watts Mastin, MA, Chief Operating Officer w/attachment
Carlos Moreno, MD, MBA, Health Center Administrator w/attachment
Jan Kimble, M.A., L.P.C., Program Coordinator w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TEEN PARENT PROGRAM AGREEMENT WITH
THE MICHIGAN DEPARTMENT OF HUMAN SERVICES**

WHEREAS, Ingham County has secured grant funding from the Michigan Department of Human Services for a Teen Parent Program; and

WHEREAS, the Health Department has successfully operated a Teen Parent Program under contract with the State of Michigan since 1993; and

WHEREAS, the Teen Parent Program is an integral component of the Health Department's comprehensive services provided to youth; and

WHEREAS, the Teen Parent Program is an important and effective program in supporting pregnant and parenting teens as they take on the responsibilities of parenthood; and

WHEREAS, the Michigan Department of Human Services has awarded Ingham County \$136,169 in annual funding for its Teen Parent Program for the period of October 1, 2008 through September 30, 2010; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the Teen Parent Program Agreement with the Michigan Department of Human Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of a Teen Parent Program Agreement with the Michigan Department of Human Services for the period October 1, 2008 through September 30, 2010.

BE IT FURTHER RESOLVED, that the State of Michigan shall provide Ingham County with programmatic support in the amount of \$136,169 for the period of October 1, 2008 through September 30, 2009, and in the amount of \$136,169 for the period of October 1, 2009 through September 30, 2010.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this resolution.

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

RESOLUTION STAFF REVIEW

DATE November 20, 2008

Agenda Item Title: Resolution to Authorize Service Contracts with Licensed Dentists for 2009

Submitted by: Health Department

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

Summary of Proposed Action: (See the attached memorandum of explanation.)
This resolution authorizes service contracts with dentists for calendar year 2009.

For the Department to maintain high quality dental care for its pediatric and adult dental populations and to maintain revenue projections resulting from dental services it is critical to recruit and retain contractual dentists.

Financial Implications:

The Department's 2009 adopted budget includes \$159,120 to support approximately 60 hours per week of contractual dentists.

In order to competitively secure contractual dentists it is important that the Health Department increase the hourly rate from \$49.52 to \$51.01 reflecting an increase of 3%. The 2009 budget anticipates 60 hours per week of contractual dentist time at the rate of \$51.01 per hour.

Other Implications:

Additionally, the Department employs two full-time dentists at its Adult Dental and one full-time dentist at its Healthy Smiles health centers.

Staff Recommendation: MM__ JN__ TL__ TM__ JC_ X _

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: November 20, 2008

SUBJECT: Recommendation to Authorize 2009 Contracts with Dentists

This is a recommendation to authorize service contracts with dentists for calendar year 2009. The Department's 2009 adopted budget includes \$159,120 to support approximately 60 hours per week of contractual dentists. Additionally, the Department employs two full-time dentists at its Adult Dental and one full-time dentist at its Healthy Smiles health centers.

For the Department to maintain high quality dental care for its pediatric and adult dental populations and to maintain revenue projections resulting from dental services it is critical to recruit and retain contractual dentists. In order to competitively secure contractual dentists it is important that the Health Department increase the hourly rate from \$49.52 to \$51.01 reflecting an increase of 3%. The 2009 budget anticipates 60 hours per week of contractual dentist time at the rate of \$51.01 per hour.

The attached resolution will authorize contracts with licensed dentists at the rate of \$51.01 per hour. The Department will manage contractual hours to stay within the total budgeted amount for contractual dentists. The County Attorney will prepare contracts that require the dentist to maintain professional liability insurance consistent with County policies. I recommend that the Board authorize the contracts.

Attachment

c: Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment
John Jacobs, CPA, Chief Financial Officer w/attachment
Barbara Watts Mastin, MA, Chief Operating Officer w/attachment
Cheryl Gildner, MA, Health Center Administrator w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SERVICE CONTRACTS
WITH LICENSED DENTISTS FOR 2009**

WHEREAS, Ingham County operates two dental health centers and uses a mix of employed and contracted dentists to provide services; and

WHEREAS, the Health Department's 2009 budget includes \$159,120 to pay for contractual dentists, assuming an average of 60 hours of contractual dental services per week between the two health centers; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize contracts with dentists at the rate of \$51.01 per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes service contracts with licensed dentists during calendar year 2009.

BE IT FURTHER RESOLVED, that the dentists shall be paid at the rate of \$51.01 per hour, with total expenditures not to exceed \$159,120 during Fiscal Year 2009.

BE IT FURTHER RESOLVED, that the County Attorney is authorized to prepare service contracts for licensed dentists recommended by the Health Department and that the County Board Chairperson is authorized to sign such contracts.

RESOLUTION STAFF REVIEW

DATE November 20, 2008

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

Submitted by: Health Department

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

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

This resolution authorizes acceptance of a federal assistance award (grant) with the United States Department of Health and Human Services (HHS) for the Health Department's Health Care for the Homeless Project. This funding helps support the Health Department's provision of primary care, outreach, case management, and supportive services to Ingham County's homeless population. These services are provided through the Department's Sparrow Community Health Center and at various homeless shelters via the Department's mobile health "bus."

Financial Implications:

The United States Department of Health and Human Services (HHS) will provide Ingham County with \$80,091 for the period of November 1, 2008 through October 31, 2009. However, this award represents only fifty percent of the target Fiscal Year 2009 funding level. This reduction is due to the fact that the Health Center Program (and HHS) is operating under a Continuing Resolution since the Congress has not finalized the Fiscal Year 2009 appropriation. Another notice of grant award (NGA) indicating a revised award is expected to be issued later in the budget period after final action is taken by the Congress; that revised NGA will provide additional grant support for the budget period that is consistent with Congressional intent for the Health Center program for the fiscal year.

Other Implications:

The Health Department has been providing health care services to Ingham County's homeless population since 1987.

Staff Recommendation: MM____ JN____ TL____ TM____ JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Dean Sienko, M.D., M.S.
Health Officer/Medical Director

Date: November 25, 2008

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

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

The Health Department has been providing health care services to Ingham County's homeless population since 1987. Since 1988, the Health Department has received annual funding through the Bureau of Primary Health Care for these activities and currently the Department is in year eight of a ten year project period. As part of the program requirements, the Health Department submits a non-competitive grant application that justifies a continuance of its funding. Consequently, the Health Department received a Notice of Grant Award (NGA) from HHS that it's Health Care for the Homeless program has been successfully renewed for the period of November 1, 2008 through October 31, 2009. However, the NGA provides authorization at fifty percent of the target Fiscal Year 2009 funding level. This reduction is due to the fact that the Health Center Program (and HHS) is operating under a Continuing Resolution since the Congress has not finalized the Fiscal Year 2009 appropriation. Another NGA indicating a revised award is expected to be issued later in the budget period after final action is taken by the Congress; that revised NGA will provide additional grant support for the budget period that is consistent with Congressional intent for the Health Center program for the fiscal year.

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

I recommend that the Board adopt the attached resolution and authorize acceptance of a federal assistance award in the amount of \$80,091 for health care services for the homeless.

Attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Ingham County Health Department has received continuance funding through the federal Public Health Services Act Section 330h (Health Care for the Homeless) since 1988; and

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

WHEREAS, the United States Department of Health and Human Services has provided a Notice of Grant Award in the amount of \$80,091, for the period of November 1, 2008 through October 31, 2009; and

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

WHEREAS, the Health Officer has advised the Board of Commissioners that this federal assistance award is included in the Health Department's 2009 adopted budget, and recommends that the Board of Commissioners authorize and accept this federal assistance award in the amount of \$80,091.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the \$80,091 in federal assistance for the period of November 1, 2008 through October 31, 2009.

MEMORANDUM

November 17, 2008

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Fourth Quarter 2008 Budget Adjustments, Year End Adjustment and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the fourth quarter of 2008. The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Adjustments are made for a variety of reasons, such as updated revenue and expenditure projections, increased grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The major adjustment made this quarter is to the Liquor Tax budget. After receipt of the last payment from the State of Michigan in November, the total revenue received is \$110,643 greater than budgeted. Fifty-percent of this revenue will be distributed to the Mid-South Substance Abuse Commission, and the other 50% will be used to reduce the budgeted use of fund balance. There is also a contingency appropriation of \$3,600 recommended to cover increased veterans burial expenses.

The remaining adjustments are line item transfers requiring Board approval because transfers are being made to or from a personnel line item, or to recognize additional revenue.

This resolution also authorizes the County Controller/Administrator, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2008 Budget. The General Fund budget will be adjusted to the amount of \$84,632,504 for the fourth quarter of 2008.

Also included is an update of contingency fund spending so far this year. If budget adjustments to be considered by the Board of Commissioners at its November 25 meeting, as well as those in the attached resolution, are approved as proposed, the contingency amount will be \$24,352. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$579,831.

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

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2008 INGHAM COUNTY
BUDGET AND AUTHORIZING THE CONTROLLER/ADMINISTRATOR TO MAKE
YEAR END BUDGET ADJUSTMENTS

WHEREAS, the Board of Commissioners adopted the 2008 Budget on October 23, 2007 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	2008 BUDGET 11/15/08	PROPOSED CHANGES	PROPOSED BUDGET
101	General Fund	\$84,577,181	\$55,322	\$84,632,504
208	Parks	2,105,573	0	2,105,573
215	Friend of the Court	4,770,817	2,100	4,772,917
267	Community Corrections	1,037,998	3,500	1,041,498

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2008 Ingham County General Fund budget at \$84,632,504.

GENERAL FUND REVENUES

	2008 Budget – <u>9/15/08</u>	Proposed <u>Changes</u>	2008 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	47,920,884		47,920,884
Property Tax Adjustments	(100,000)		(100,000)
Delinquent Real Property Tax	50,000		50,000
Unpaid Personal Property Tax	25,000		25,000
Industrial Facility Tax	475,000		475,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
Transfer from Rev. Sh. Res. Fund	5,726,831		5,726,831
Convention/Tourism Tax - Liquor	1,592,770	110,643	1,703,413
Health and Safety Fund	148,267		148,267
Use of Fund Balance	2,695,155	(55,321)	2,639,834
Department Generated Revenue			
Animal Control	621,444		621,444
Circuit Court - Family Division	863,173		863,173
Circuit Court - Friend of the Court	575,430		575,430
Circuit Crt - General Trial	2,318,700		2,318,700
Cooperative Extension	213,822		213,822
County Clerk	543,600		543,600
District Court	2,764,282		2,764,282
Drain Commissioner/Drain Tax	385,000		385,000
Economic Development	149,683		149,683
Elections	170,700		170,700
Emergency Operations	49,721		49,721
Equalization /Tax Mapping	30,800		30,800

Human Resources	34,073		34,073
Ingham Medical In Kind Services	479,744		479,744
Probate Court	277,178		277,178
Prosecuting Attorney	870,515		870,515
Purchasing	248,706		248,706
Register of Deeds	2,369,250		2,369,250
Remonumentation Grant	179,087		179,087
Sheriff	5,716,910		5,716,910
Treasurer	6,919,319		6,919,319
Tri-County Regional Planning	59,937		59,937
Veteran Affairs	187,201		187,201
Total General Fund Revenues	84,577,182	55,322	84,632,504

GENERAL FUND EXPENDITURES

	2008 Budget – 9/15/08	Proposed <u>Changes</u>	2008 Proposed <u>Budget</u>
Board of Commissioners	615,497		615,497
Circuit Court - General Trial	7,966,156		7,966,156
District Court	2,457,950		2,457,950
Circuit Court - Friend of the Court	1,366,721		1,366,721
Jury Board	1,757		1,757
Probate Court	1,468,879		1,468,879
Circuit Court - Family Division	6,714,366		6,714,366
Jury Selection	71,224		71,224
Elections	504,950		504,950
Financial Services	681,994		681,994
County Attorney	426,962		426,962
County Clerk	787,846		787,846
Controller	906,341		906,341

Equalization/Tax Services	690,213		690,213
Human Resources	663,562		663,562
Prosecuting Attorney	6,374,423		6,374,423
Purchasing	262,327		262,327
Facilities	1,615,023		1,615,023
Register of Deeds	675,425		675,425
Remonumentation Grant	179,087		179,087
Treasurer	683,510		683,510
Drain Commissioner	1,001,560		1,001,560
Economic Development	235,655		235,655
Community Agencies	254,985		254,985
Equal Opportunity Committee	1,075		1,075
Women's Commission	1,028		1,028
Environmental Affairs Comm	500		500
AC Shelter Advisory Board	500		500
FOC Advisory Committee	3,642		3,642
Historical Commission	500		500
Tri-County Regional Planning	99,897		99,897
Jail Maintenance	322,036		322,036
Sheriff	19,584,626		19,584,626
Community Corrections	135,948		135,948
Animal Control	1,497,069		1,497,069
Emergency Operations	173,544		173,544
Board of Public Works	500		500
Drain Tax at Large	324,202		324,202
Health Department	12,719,568		12,719,568
Medical Examiner	306,158		306,158
Substance Abuse	800,620	55,322	855,942

Community Mental Health	2,022,457		2,022,457
Department of Human Services	1,422,797		1,422,797
Tri-County Aging	77,800		77,800
Veterans Affairs	378,147	3,600	381,747
Cooperative Extension	927,409		927,409
Parks and Recreation	1,975,230		1,975,230
Contingency Reserves	447,952	(3,600)	444,352
Agricultural Preservation Board	38,000		38,000
2-1-1 Project	25,000		25,000
Capital Area Rail Council	2,350		2,350
Transfer to Budget Stabilization	700,000		700,000
Capital Improvements	3,982,214		3,982,214
Total General Fund Expenditures	84,577,182	55,322	84,632,504

General Fund Revenues

Liquor Tax	Increase revenue \$110,643 to reflect actual revenue collection for 2008. 50% of this amount will be distributed to the Mid-South Substance Abuse Commission and 50% will be used to decrease the 2008 use of fund balance.
Use of Fund Balance	Decrease use of fund balance \$55,321, to reflect 50% of increase in liquor tax collection.

General Fund Expenditures

Substance Abuse Comm.	Increase payment to Mid-South Substance Abuse Commission \$55,322 to reflect 50% of increase in liquor tax collection.
Veterans Affairs	Increase veterans burial expense \$3,600 due to increase in county burial applications. Transfer \$159 from meeting fees to temporary salaries for additional hours for substitute transportation officer.
Contingency	Decrease contingency account \$3,600 for increased veterans burial expense.

Non-General Fund Adjustments

Parks (F208)	Transfer funds from permanent salaries and fringes to temporary salaries to accommodate staff time being charged to Potter Park Zoo fund. (\$14,124) Transfer funds from permanent salaries available from vacant parks director position to recruiting expenses used for searches for new director. (\$7,985)
Friend of the Court (F215)	Transfer funds from permanent salaries and fringes available from staff vacancies in excess of the department's attrition management target to purchase a used vehicle from the Sheriff's Office. (\$5,500) Increase revenues and expenses due to amendment of the Access to Visitation grant. (\$2,100)
Community Corrections	Increase Automon enrollment revenue budget to recognize (F267) collected revenue. Funds will be used to purchase an Automon kiosk enrollment station at the Veterans' Memorial Courthouse. (\$3,500)

2008 CONTINGENCY

Adopted Contingency Amount	\$579,831
R07-309: Additional Appropriation Community Agencies	(\$1,250)
R07-334: Temporary District Court Clerk	(\$15,323)
R08-020: Reorganize Central Services	(\$16,229)
R08-021: Lake Lansing Watershed Management Plan	(\$4,800)
R08-067: Refugee Development Center	(\$1,825)
R08-128: 2008 1 st Quarter Adjustment	(\$88,852)
R08-148: Food Pantry Contract and Lease Agreement	(\$3,600)
Proposed: Amend 2008 Intergovernmental Services Fund	(\$320,000)
Proposed: Amend 2008 Fair Fund	(\$100,000)
Proposed: 2008 4 th Quarter/Year End Adjustment	(\$3,600)
Current Contingency Amount	\$24,352