

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
DALE COPEDGE

VICE-CHAIRPERSON PRO-TEM  
RANDY SCHAFFER

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
LAURA DAVIS  
BRIAN McGRAIN  
ANDY SCHOR  
STEVE DOUGAN  
DONALD VICKERS

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE HUMAN SERVICES COMMITTEE WILL MEET ON MONDAY, JANUARY 26, 2009 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [December 1, 2008](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Presentation - Ingham Health Plan: Robin Reynolds and Dean Sienko (*Materials will be distributed at the meeting.*)
2. Health Department
  - a. Resolution to Establish [Medical Records Copying Fees](#) for the Health Department
  - b. Resolution to [Amend Resolution #08-229](#) Authorizing an Agency Agreement with Michigan State University to Delegate Certain Environmental Health Responsibilities
  - c. Resolution to [Adjust the Status of a Position](#) in the Health Department
  - d. Resolution [Honoring Sharon Walker](#)
  - e. Resolution [Honoring Sheila Christian](#)

Announcements

Public Comment

Adjournment

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

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

## **HUMAN SERVICES COMMITTEE**

December 1, 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: Jared Cypher, Dean Sienko, Melany Mack, Marcus Cheatham and other

The meeting was called to order by Chairperson Schor at 7:03 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

#### Approval of the November 17, 2008 Minutes

MOVED BY COMM. SOULE, SUPPORTED BY COMM. HERTEL, TO APPROVE THE NOVEMBER 17 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

#### Additions to the Agenda

1. Substitute Staff Review
- 2g. Resolution to Execute a Federally Qualified Health Center Alternative Payment Agreement with the State of Michigan

Limited Public Comment: None

Chairperson Schor thanked everyone on the Committee and recognized three Commissioners who will not be on the Board of Commissioners next year. He thanked Comms. Soule, Severino and Hertel for their service on this Committee.

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

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

MOTION CARRIED UNANIMOUSLY.

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

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 Services Establishments which have Designated Nonsmoking Areas

MOVED BY COMM. SOULE, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE 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 SERVICES ESTABLISHMENTS WHICH HAVE DESIGNATED NONSMOKING AREAS.

Dr. Sienko echoed Chairperson Schor's statements about the Commissioners who will not be here next year.

Dr. Sienko said the Regulation was amended to improve air quality in non-smoking areas of restaurants, bars and other food establishments in order to minimize exposure to nonsmokers to environmental tobacco smoke.

This Regulation shall be effective ninety (90) days from and after its adoption and will 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.

Five years after the initial effective date of this Regulation, all existing food service establishments which exceed the lowest Renewal License category established for food service establishments by the Ingham County Health Department's Bureau of Environmental Health will be regulated. Ten years after the effective date of this Regulation, all food service establishments within Ingham County will fall within its terms.

A food service establishment may apply for a variance by citing specific economic, operational or physical reasons that make full compliance infeasible. A single variance up to five years may be granted by the Health Officer.

Comm. Bahar-Cook thanked the members of the Health Department for listening to the Commissioners concerns about this Resolution. Comm. Hertel thanked the staff for their hard

work in developing a much better working document. He then said this proposal is an expensive band aid. The State of Michigan needs to have a smoking ban to reduce the expensive issues for the food establishments. Comm. Hertel said he is unwilling to put the County dollars on the line. This proposal does not address the working people who have the most direct exposure to the second hand smoke.

Comm. Hertel explained that he will leave this meeting before voting on this item because he does not want to keep this item for moving forward to the Board of Commissioners. He then stated he will vote against this Resolution on the Board's floor. This Regulation is a noble attempt; however, the only way to fix this problem is to have a State ban on smoking in food establishments.

Comm. Dougan asked if the Health Department has a list of restaurants that still maintain non-smoking areas. Dr. Sienko stated he will provide this information to this Committee.

Comm. Severino echoed most of Comm. Hertel's comments on this matter. He then said the Resolution is on tonight's agenda. Comm. Hertel said some food organizations may not have known this item was on tonight's agenda. If this item moves forward to the Board floor, then food organizations can express their ideas of this Resolution. Comm. Severino said the real answer to improve the air quality in food establishments is to have a ban at the State level.

Chairperson Schor said he also agrees with Comm. Hertel. If the State does address this matter, the County will not have to address this concern. Ingham County has to do its duty for its residents. Chairperson Schor further stated he does not believe this Regulation will solve the whole problem, but we should do what we can. This Committee has held two public hearings on this issue. He did not personally request some organizations to attend this meeting. This meeting was published in the County's normal process.

(Comm. Hertel left the meeting at 7:21 p.m.)

MOTION CARRIED with Comm. Severino voting NO. Absent: Comm. Hertel

#### Announcements

Board Chairperson Thomas thanked Chairperson Schor for his excellent work this year.

Public Comment:      None

The meeting adjourned at 7:23 p.m.

Respectfully submitted,

Debra Neff

**RESOLUTION STAFF REVIEW**

**DATE** January 9, 2009

**Agenda Item Title:** Resolution to Establish Medical Records Copying Fees for the Health Department

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution establishes medical records copying fees for the Health Department. This is necessary to clarify how and when fees for medical records copying are to be applied within the Health Department's Community Health Center Network.

The Health Insurance Portability and Accountability Act (HIPAA) grants patients the right to obtain copies of their medical records and states that copies are to be provided at a "reasonable cost." Following HIPAA, the State of Michigan passed a Medical Records Access Act (MRAA) in 2004 (MCL §333.26269). This Act regulates a patient's access to his or her medical records and specifies allowable fees a health care facility or provider can charge for copying medical records. Although the Health Department has been fully compliant with both HIPAA and the MRAA, the Health Department does need to establish medical records copying fees. To date, the Health Department has applied the Board of Commissioners' authorized fees for copying documents not requested under the Freedom of Information Act (Resolutions #90-250 and #98-109).

This resolution provides for the waiver of all copying fees when medical records are disclosed directly to a patient and a waiver for disclosure of records to another provider for continuity of care purposes.

**Financial Implications:**

This resolution establishes:

- 1) An initial fee of \$21.58 per request for a copy of the record;
- 2) \$1.08 per page for the first 20 pages;
- 3) \$0.53 per page for pages 21 through 50;
- 4) \$0.22 cents for pages 51 and over;
- 5) Fee for actual postage or shipping costs as incurred;
- 6) Annual percentage increases based on the Consumer Price Index as permitted by the MRAA;
- 7) Waiver of all copying fees when medical records are disclosed directly to a patient;
- 8) Waiver of all fees for disclosure of records to another provider for continuity of care purposes.

It is expected that revenue from these copying fees will be minimal.

**Other Implications:**

None.

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

Staff recommends approval of the resolution.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

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

Date: January 16, 2009

Subject: Resolution to Establish Medical Records Copying Fees for the Health Department

This is a recommendation to Establish Medical Records Copying Fees for the Health Department.

The Health Insurance Portability and Accountability Act (HIPAA) grants patients the right to obtain copies of their medical records and states that copies are to be provided at a "reasonable cost." Following HIPAA, the State of Michigan passed a Medical Records Access Act (MRAA) in 2004 (MCL §333.26269). This Act regulates a patient's access to his or her medical records and specifies allowable fees a health care facility or provider can charge for copying medical records. The medical copying fees currently permissible by the MRAA are:

- An initial fee of \$21.58 per request for a copy of the record. This initial fee is applicable when the medical record is provided directly to a patient as defined by the MRAA.
- Paper copies:
  - \$1.08 per page for the first 20 pages
  - \$0.54 per page for pages 21 through 50
  - \$0.22 for pages 51 and over
- For mediums other than paper, the actual cost of copying
- Actual postage or shipping costs
- Actual costs incurred for records older than seven years

Additionally, the Act requires that a medically indigent individual must be provided one copy of his or her medical record at no charge.

Although the Health Department has been fully compliant with both HIPAA and the MRAA, the Health Department does need to establish medical records copying fees. To date, the Health Department has applied the Board of Commissioners' authorized fees for copying documents not requested under the Freedom of Information Act (Resolution 90-250 and 98-109). Although, this authorization does not permit the waiver of fees, the Health Department does provide courtesy copies of medical records to patients and to medical providers, with the latter provided to ensure continuity of care.

In order to ensure compliance with the MRAA and to provide clear policy guidance to Health Department staff, I recommend that Board of Commissioners establish the following medical records copying fees: 1) An initial fee of \$21.58 per request for a copy of the record; 2) \$1.08 per page for the first 20 pages; 3) \$0.53 per page for pages 21 through 50; 4) \$0.22 cents for pages

51 and over; 4) Fee for actual postage or shipping costs as incurred; 5) Annual percentage increases based on the Consumer Price Index as permitted by the MRAA; 6) Waiver of all copying fees when medical records are disclosed directly to a patient; 7) Waiver of all fees for disclosure of records to another provider for continuity of care purposes.

This action by the Board of Commissioners will clarify how and when fees for medical records copying are to be applied within the Health Department's Community Health Center Network.

#### Attachment

c: Robin Turner, Chairperson, Ingham Community Health Center Board w/attachment  
Jaeson Fournier, DC, MPH, Deputy Health Officer w/attachment  
John Jacobs, CPA, Chief Financial Officer w/attachment



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH MEDICAL RECORDS  
COPYING FEES FOR THE HEALTH DEPARTMENT**

WHEREAS, Ingham County operates a Community Health Center Network that provides outpatient ambulatory primary health care services to approximately 25,000 low-income and at-risk persons, with over 72,000 medical and dental encounters provided annually; and

WHEREAS, the Ingham County Health Department maintains medical records for each patient it serves within its Community Health Center Network; and

WHEREAS, there is a regular need to disclose medical records or summaries of these records to other health care providers, government offices, legal firms, and to individual patients; and

WHEREAS, the Health Department must comply with the Michigan Medical Records Access Act; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners establish the following medical records copying fees:

- 1) An initial fee of \$21.58 per request for a copy of the record;
- 2) \$1.08 per page for the first 20 pages;
- 3) \$0.53 per page for pages 21 through 50;
- 4) \$0.22 cents for pages 51 and over;
- 5) Fee for actual postage or shipping costs as incurred;
- 6) Annual percentage increases based on the Consumer Price Index as permitted by the MRAA;
- 7) Waiver of all copying fees when medical records are disclosed directly to a patient;
- 8) Waiver of all fees for disclosure of records to another provider for continuity of care purposes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following medical records copying fees:

- 1) An initial fee of \$21.58 per request for a copy of the record;
- 2) \$1.08 per page for the first 20 pages;
- 3) \$0.53 per page for pages 21 through 50;
- 4) \$0.22 cents for pages 51 and over;
- 5) Fee for actual postage or shipping costs as incurred;
- 6) Annual percentage increases based on the Consumer Price Index as permitted by the MRAA;
- 7) Waiver of all copying fees when medical records are disclosed directly to a patient;
- 8) Waiver of all fees for disclosure of records to another provider for continuity of care purposes.

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

**RESOLUTION STAFF REVIEW**

**DATE** January 9, 2009

**Agenda Item Title:** Resolution to Amend Resolution #08-229 Authorizing an Agency Agreement with Michigan State University to Delegate Certain Environmental Health Responsibilities

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution amends Resolution #08-229, which authorized an agreement with Michigan State University appointing MSU as the (ICHD) Ingham County Health Department's agent, to conduct environmental health inspections and take certain actions reserved for the Ingham County Health Department under the public health law and the Ingham County Sanitary Code. After months of contract negotiations, MSU and the Health Department have reached an agreement upon a substantially reduced term for the Agency Agreement authorized in Resolution #08-229 as well as the amount of duties/responsibility to be delegated to MSU.

In the new Agency Agreement, MSU shall make recommendations on license applications and suspensions and for the administration and enforcement of other provisions set forth in the Food Law of 2000, 96 PA 2000, as amended, Minimum Program Requirements as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity on the MSU East Lansing campus.

The new Agency Agreement will return to ICHD the responsibilities, as required by law, from local, State or Federal agencies thru regulatory or contractual agreements to collect fees, conduct health inspections or take legal actions as it pertains to managing programs for swimming pools, child care centers, and campgrounds which are owned, kept, operated or sponsored by MSU. These duties had been delegated to MSU in Resolution #08-229. The term of the new Agency Agreement shall be July 15, 2008 through December 31, 2009.

**Financial Implications:**

MSU will continue to accept from applicants all fees for food service establishment licenses, and will submit them to the Health Department within ten (10) business days of receipt.

**Other Implications:**

None.

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

Staff recommends approval of the resolution.

## MEMORANDUM

TO: Human Services Committee  
Finance Committees

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

DATE: January 8, 2009

RE: Amendment to Resolution No. 08-229

In Resolution No. 08-229, the Ingham County Board of Commissioners authorized an Agency Agreement with Michigan State University (MSU) for a period covering July 15, 2008 through July 14, 2011 appointing MSU as the Ingham County Health Department's agent to conduct environmental health inspections and take certain actions reserved for the Ingham County Health Department under the public health law and the Ingham County Sanitary Code. After months of contract negotiations, MSU and the Health Department have reached an agreement upon a substantially reduced term for the Agency Agreement authorized in Resolution No. 08-229 as well as the amount of duties/ responsibility to be delegated to MSU. The mutually agreed upon changes to the Agency Agreement require amending Resolution No. 08-229 to replace the term and extent of the duties/responsibility delegated to MSU required in that Resolution.

In the new Agency Agreement, MSU shall make recommendations on license applications and suspensions and for the administration and enforcement of other provisions set forth in the Food Law of 2000, 96 PA 2000, as amended, Minimum Program Requirements as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity on the MSU East Lansing campus.

The new Agency Agreement will return to ICHD the responsibilities as required by law from local, State or Federal agencies thru regulatory or contractual agreements to collect fees, conduct health inspections or take legal actions as it pertains to managing programs for swimming pools, child care centers, and campground which are owned, kept, operated or sponsored by MSU. These duties had been delegated to MSU in Resolution No. 08-229.

The term of the new Agency Agreement shall be July 15, 2008 through December 31, 2009. I recommend the Ingham County Board of Commissioners amend and replace Resolution No. 08-229 with this Resolution and authorize an Agency Agreement with MSU.

cc: John Jacobs w/attachment  
Laura Peterson w/attachment  
Jim Wilson w/attachment

**ADOPTED - SUBSTITUTE -AUGUST 26, 2008**  
**Agenda Item No. 28**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGENCY AGREEMENT WITH MICHIGAN  
STATE UNIVERSITY TO DELEGATE CERTAIN ENVIRONMENTAL HEALTH  
RESPONSIBILITIES**

**RESOLUTION #08-229**

WHEREAS, Ingham County has since the mid 1970's delegated certain responsibilities and authorities for inspection and licensing of food service establishments operating on the main Michigan State University (MSU) campus; and

WHEREAS, the Ingham County Health Department and Michigan State University are desirous of adhering to the provisions of the Food Law of 2000, as amended, and certain provisions of the Public Health Code pertaining to swimming pool, child care facility, and campground inspections; and

WHEREAS, Ingham County and MSU entered into an Agency Agreement as allowed by the Food Law, MCL 289.3105 and the Public Health Code, MCL 333.2435, for the period July 15, 2005 through July 14, 2008; and

WHEREAS, the terms of the Agency Agreement have been advantageous to both parties; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a new Agency Agreement with MSU for the period covering July 15, 2008 through June 14, 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agency Agreement with MSU.

BE IT FURTHER RESOLVED, that the County, on behalf of the Department, hereby continues its appointment of MSU as its agent for the purpose of making recommendations on license applications and suspensions and for the administration and enforcement of other provisions set forth in PA 2000, as amended, Minimum Program Requirements, as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity, whether fixed or mobile, temporary or permanent, that are located on the MSU campus at East Lansing, which shall be limited to locations identified in the Agency Agreement.

BE IT FURTHER RESOLVED, that MSU shall continue to accept from applicants all fees for food service establishment licenses, swimming pool renewal permits, child care licensing permits and campground licenses and shall submit same with ten (10) business days of receipt.

**ADOPTED – SUBSTITUTE - AUGUST 26, 2008**  
**Agenda Item No. 28**

**RESOLUTION #08-229**

BE IT FURTHER RESOLVED, the term of the new Agency Agreement shall be July 15, 2008 through July 14, 2011.

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

**HUMAN SERVICES: Yeas:** Schor, Bahar-Cook, Hertel, Soule, Severino, Dougan  
**Nays:** None      **Absent:** None      **Approved 8/18/08**

**FINANCE: Yeas:** Grebner, Hertel, Weatherwax-Grant, Celentino, Schor, Dougan  
**Nays:** None      **Absent:** None      **Approved 8/20/08**

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #08-229 AUTHORIZING AN AGENCY AGREEMENT WITH MICHIGAN STATE UNIVERSITY TO DELEGATE CERTAIN ENVIRONMENTAL HEALTH RESPONSIBILITIES**

WHEREAS, the Ingham County Board of Commissioners in Resolution #08-229 authorized an Agency Agreement with Michigan State University (MSU) for a period covering July 15, 2008 through July 14, 2011, appointing MSU as the Ingham County Health Department's agent for the purpose of making recommendations on license applications and enforcement of the provisions set forth in the Food Law of 2000, 96 PA 2000 (MCL 289.3105), Michigan Program Requirements as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity, whether fixed or mobile, temporary or permanent, that are located on the MSU campus at East Lansing; and

WHEREAS, Resolution #08-229 also authorized the Agency Agreement to have MSU continue to accept from applicants all fees for food service establishment licenses, swimming pool renewal permits, child care licensing permits and campground licenses; and

WHEREAS, after months of contract negotiations, MSU and the Health Department have reached an agreement upon a substantially reduced term for the Agency Agreement authorized in Resolution #08-229, as well as the amount of duties/authority to be delegated to MSU; and

WHEREAS, the negotiated changes to the Agency Agreement require amending Resolution #08-229, to replace the term and extent of the duties/authority delegated to MSU required in that Resolution with those which have been mutually agreed upon by the Health Department and MSU.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends and replaces Resolution #08-229 with this Resolution and authorizes an Agency Agreement with MSU.

BE IT FURTHER RESOLVED, that the County, on behalf of the Ingham County Health Department, hereby continues its appointment of MSU as its agent for the purpose of making recommendations on license applications and suspensions and for the administration and enforcement of other provisions set forth in the Food Law of 2000, 96 PA 2000, as amended, Minimum Program Requirements as established by the Michigan Department of Community Health, and Chapter IV of the Ingham County Sanitary Code, 1978 Edition, regarding food service establishments and facilities that are owned, kept, operated or sponsored by MSU or an outside entity, whether fixed or mobile, temporary or permanent, that are located on the MSU campus at East Lansing, which shall be limited to locations identified in the Agency Agreement.

BE IT FURTHER RESOLVED, that MSU shall continue to accept from applicants all fees for food service establishment licenses, and shall submit same within ten (10) business days of receipt.

BE IT FURTHER RESOLVED, the term of the new Agency Agreement shall be July 15, 2008 through December 31, 2009.

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



**RESOLUTION STAFF REVIEW**

**DATE** January 9, 2009

**Agenda Item Title:** Resolution to Adjust the Status of a Position in the Health Department

**Submitted by:** Health Department

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

**Summary of Proposed Action:**

This resolution would authorize the conversion of an Account Clerk – Position #601343 from three-quarter to full-time status. This request is made to accommodate the extra time the staff person is spending providing support to the tobacco vendor licensing program and the tobacco vendor citation program.

| <u>UAW Pay Grade</u>                      | <u>Job Title</u>    |
|---|---------------------|
| <b>Redlined</b> 08 – Step 5 - \$26,718.75 | Account Clerk - OYC |

**Financial Implications:**

A new annual salary increase of \$8,519 plus \$1,823 increased fringe benefit costs and the removal from the Redline Classification designation. The new grade placement at UAW D - Step 5 is \$35,069 annual salary cost. The Budget and the Health Departments projects a total cost increase of \$10,342.

**Other Implications:**

Addressing Department staffing needs; elimination of a Redlined Position; UAW support requested and received.

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

## MEMORANDUM

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Dean G. Sienko

Date: January 8, 2009

Subject: Recommendation to Change the Status of a Position in the Health Department

One of the cost cutting measures the Health Department made in October was to eliminate a Community Health Representative II position in the Well Child Health Center and relocate the Health Program Assistant in Planning and Special Services, Health Promotions Program to the Well Child Health Center. Some of the duties and responsibilities have been re-assigned to others in Planning and Special Services however, the tobacco vendor licensing and compliance check operations have been allocated to the three quarter time Account Clerk in the Office for Young Children (Position # 601343).

This is a recommendation to change the status of the Account Clerk (Position # 601343) in the Office for Young Children from three quarter time to full-time. The recommendation is being made to support the additional duties and responsibilities the position has assumed. The added cost to the Health Department of \$10,342 (\$6,895 for the remainder of 2009) will be covered by a combination of \$5,342 in expected monetary civil penalties for violation of the tobacco regulation and \$5,000 in grant revenues from the American Legacy Foundation already budgeted for the tobacco program. Human Resources and the UAW are supportive of this change. I recommend that the Board of Commissioners adopt the attached resolution and authorize the change in status for Position # 601343, effective February 2, 2009.

### Attachment

c: Laura Peterson w/attachment  
John Jacobs w/attachment  
Barbara Monroe w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADJUST THE STATUS OF A POSITION IN THE  
HEALTH DEPARTMENT**

WHEREAS, one of the cost cutting measures the Health Department made in October 2008 was to eliminate a Community Health Representative II position in the Well Child Health Center and relocate a Health Program Assistant in Planning and Special Services to the Well Child Health Center; and

WHEREAS, some of the duties and responsibilities of the Health Program Assistant have been re-assigned to others in Planning and Special Services; and

WHEREAS, the tobacco vendor licensing and compliance check operations have been allocated to the three quarter time Account Clerk in OYC (Position # 601343); and

WHEREAS, the Deputy Health Officer responsible for OYC has advised the Health Officer that the status of the Account Clerk will need to increase from three-quarter time to full-time in order to support the increased duties and responsibilities; and

WHEREAS, the existing Account Clerk position (currently occupied by Sharon Verhoughstrate) is in support of the position being converted from three-quarter time to full-time; and

WHEREAS, the Health Officer has been advised that the added cost to the Health Department of \$10,342 (\$6,895 for the remainder of 2009) will be covered by a combination of \$5,342 in expected monetary civil penalties for violation of the tobacco regulation and \$5,000 in grant revenues from the American Legacy Foundation already budgeted for the tobacco program; and

WHEREAS, the Health Officer is recommending that the Position #601343 be converted from three-quarter time to full-time to accommodate the extra time needed to complete these new duties and responsibilities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a change in status, from three-quarter time status to full-time, for Position #601343, effective February 2, 2009.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR SHARON WALKER**

WHEREAS, Sharon Walker began her career with Ingham County in April 1996, as a Disease Control Nurse in the Communicable Disease Unit of the Ingham County Health Department; and

WHEREAS, in June 2006, she was promoted to Senior Public Health Nurse in the Communicable Disease Unit; and

WHEREAS, Ms. Walker was truly instrumental as the lead nurse in one of the County's largest outbreaks, displaying exceptional leadership qualities during this critical health occurrence as well as numerous other high profile tuberculosis cases; and

WHEREAS, her professional contributions facilitated the implementation of control measures that stopped further spread of illness to the citizens of Ingham County, and earned her immense respect from her colleagues; and

WHEREAS, in February 2008, she was appointed Interim Disease Control Supervisor, and the appointment was made permanent in June 2008; and

WHEREAS, Ms. Walker has dedicated herself to cultivating the improvement of the Disease Control Department and staff, assisting with the development and implementation of communicable disease protocols which resulted in high commendation during state accreditation of the department and positioning the Disease Control Department as a true County asset; and

WHEREAS, her commitment to public health and the well-being of County citizens, as demonstrated through her professionalism, "no nonsense" approach, loyalty, integrity and unwavering support have inspired her staff to strive for excellence; and

WHEREAS, during her 12 years of steadfast service to the Ingham County Health Department and the community, she has been an unquestionable role model for those having the privilege to know her, a privilege that shall continue to provide a positive direction long after her work for Ingham County is complete.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Sharon Walker for her many years of dedicated service to the County of Ingham and for the contributions she has made to the Ingham County Health Department.

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

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO HONOR SHEILA CHRISTIAN**

WHEREAS, Sheila Christian began her career with Ingham County in April 1984, as a full-time Public Health Field Representative in Project Health; and

WHEREAS, in July 1990, she was promoted to Communicable Disease Investigator in the Adult Health Clinic; and

WHEREAS, in April 1994, she was promoted to Communicable Disease Field Representative in the Adult Health/STD Clinic; and

WHEREAS, Sheila's ability to talk to clients about their sexual behaviors, by being straight forward, resulted in great success; and

WHEREAS, her focus was always to give people the power to change their at-risk sexual behaviors; and

WHEREAS, staff at the Michigan Department of Community Health referred to her leadership as the "cutting edge" in STI services; and

WHEREAS, for 25 years she has been dedicated to serving the Ingham County Health Department and the community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Sheila Christian for her many years of dedicated service to the County of Ingham and for the contributions she has made to the Ingham County Health Department.

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