

CHAIRPERSON
DALE COPEDEGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

HUMAN SERVICES COMMITTEE
DEB NOLAN, CHAIR
TODD TENNIS
ANDY SCHOR
BRIAN McGRAIN
DON VICKERS
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, MAY 14, 2012 AT 6:30 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the [April 30, 2012 Minutes](#)
Additions to the Agenda
Limited Public Comment

1. Health Department
 - a. Resolution to [Amend Resolution #12-110](#) to Correct Job Titles and Position Numbers
 - b. Resolution Honoring [Mark W. \(Marcus\) Cheatham](#)
2. Human Services Committee
 - a. Resolution Supporting a Statewide and National Ban on Hydraulic [Fracturing](#) for Natural Gas
 - b. Resolution to Submit to the Electorate a Special Millage Question for a Countywide [Transportation System](#) Primarily for the Disabled and Elderly
3. Controller/Administrator - Resolution Updating Various [Fees](#) for County Services

Announcements
Public Comment
Adjournment

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

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

HUMAN SERVICES COMMITTEE

April 30, 2012

Minutes

Members Present: Deb Nolan, Todd Tennis, Andy Schor, Brian McGrain, Don Vickers, and Steve Dougan

Members Absent: None

Others Present: Board Chairperson Copedge, Jared Cypher, Chuck Gray, John Jacobs, Renee Canady, Deb Brinson, Rodney Dean Palmer, Dennis Palmer and others

The meeting was called to order by Chairperson Nolan at 6:31 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the April 16, 2012 Minutes

The April 16, 2012 Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

Chuck Gray questioned if the resolution with Peckham, Inc. (3a) is a County position that has never been filled. Chairperson Nolan noted that this is a contract that has been in effect since 2006 and a not to exceed amount. She further noted the address needed to be changed. Ms. Brinson described the County call center and partnership with Peckham. She noted there is not enough consistency to hire an employee.

(Comm. Schor arrived at 6:33 p.m.)

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

2. Mid South Substance Abuse Commission - Resolution Authorizing the Transfer of Funds to the Mid-South Substance Abuse Commission and a 2012 Contract for Accounting with Respect Thereto
3. Health Department
 - b. Resolution to Authorize an Amendment to Resolution #12-106

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

(Board Chairperson Copedge arrived at 6:38 p.m.)

3. Health Department

- a. Resolution to Authorize an Agreement with Peckham, Inc. for Call Center Services

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PECKHAM, INC. FOR CALL CENTER SERVICES.

Discussion

Comm. Dougan questioned if the increase is being distributed amongst the employees. Comm. Schor questioned the increases over the past 5 years. Ms. Brinson will provide the Committee with details on the increases over the past 5 years. The Committee questioned how the employees are paid, hourly or per call. Ms. Brinson will provide the answer. Comm. Schor asked if Ms. Brinson could provide these answers either at the County Services or Finance Committee meetings. Chairperson Nolan suggested emailing all the Commissioners. Dr. Branch Canady will send a memo.

MOTION CARRIED UNANIMOUSLY.

Dr. Branch Canady introduced Debbie Edokpolo as the new Assistant Deputy Health Officer and wished Marcus Cheatham well in his new position with the Mid-Michigan District Health Department.

Ms. Brinson provided a handout inviting the Commissioners to an Open House celebrating the new Health Center at J.W. Sexton High School, May 2, 2012, 3:00 – 6:00 pm with an award ceremony at 4:00 p.m. Ms. Joan Bauer will be in attendance.

Chairperson Nolan confirmed the tour scheduled for Friday at 8:30 a.m. Dr. Branch Canady will email directions.

1. Lansing Mercy Ambulance - Presentation (*No Materials*)

Rodney and Dennis Palmer, Mercy Ambulance Services, Inc. presented “When Minutes Matter, Community CPR”. Mr. R. Palmer reviewed the importance of cardiac arrest response time and training. He then read a scenario “Man Down” and presented a video from News 8 in Grand Rapids showing the problems of jurisdictional lines.

Mr. R. Palmer explained a system approach that would satisfy public policy and protect the public. He further explained the benefits of mutual aid providers and GPS. He stated that it is his opinion that a public system should be inclusive not exclusive.

The Committee discussed examples, outcomes and other Counties EMS services.

Mr. R. Palmer reviewed the services Lansing Mercy Ambulance could provide based on the amount of money he estimated the County spends. Comm. Schor asked if benefits and pensions were available to their employees. Mr. R. Palmer stated the paramedics receive benefits. Mr. D. Palmer stated they could add to the benefit package by adjusting the services. Comm. Tennis questioned their calculations stating the 70-20-10 rule can be misleading.

Chairperson Nolan asked if they have presented to the Ingham County 911 Dispatch Center Advisory Board. Mr. R. Palmer stated they were asked to start with Human Services. Chairperson Nolan suggested a presentation to the Ingham County 911 Dispatch Center Advisory Board.

4. Controller/Administrator

a. Resolution Authorizing Adjustments to the 2012 Ingham County Budget

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2012 INGHAM COUNTY BUDGET.

Comm. McGrain asked for clarification of the Community Health Center Network Fund. Mr. Jacobs explained that the transfer to the Community Health Center Network Fund is to formally recognize the resources to the activity such as administrative cost reimbursement and MIS chargeback's. Mr. Jacobs further explained that the County puts together a central cost allocation plan every year for the purpose of computing claims for grants and reimbursement.

Chairperson Nolan asked if the 511 Fund is the Community Health Center Network Fund. Dr. Branch Canady answered yes.

The Committee noted under the Heading: Tax Revenues, Department Generated Revenues, TREASURER, Proposed Changes should be \$386,725.

MOTION CARRIED UNANIMOUSLY.

b. Discussion Item: Resolution Updating Various Fees for County Services

Mr. Cypher informed the Committee that this was a draft for discussion purposes and the resolution will be presented at the next round of Liaison Meetings. The Committee discussed the resolution regarding various fees and costs.

The Committee asked that the following questions be answered:

1. Septic Installers Certification (Item 115): Are the fees for training/orientation for an individual or group?
2. Tobacco (Items 146, 147 and 148): the target percentage is 150%. Are these fines, late fees or something else?
3. What is the procedure for approving well and septic inspectors (quality control)?
4. Are well and septic inspectors bonded (liability)?
5. Are the out-county Land Bank owned homes required to have a well and septic inspections?
6. Tobacco Fees (Item 141): Why is East Lansing different?
7. Demand Program: as noted in "Changes to Bureau of Environmental Health Fees: FY 2012-2013 - Municipal Evaluation of Well and Septic. Is this for any remodeling or just when it pertains to well and septic?"

The Committee suggested conversations with East Lansing regarding duplication of tobacco fees.

Announcements

Comm. McGrain acknowledged that Dr. Branch Canady was highlighted in the April 2012 issue of the Greater Lansing Woman Magazine.

Comm. McGrain stated on May 1, 2012 the Board of Health will be hosting a meeting at the Foster Center at 11:30 a.m.

Comm. McGrain stated that on May 15 and May 16, CEDAM (the company where he works) will be hosting single day training on Community Engagement, Environmental and Social Justice. Please contact him for more details.

Comm. Dougan stated that Mr. Palmer, Mercy Ambulance Services, Inc., is very supportive of the annual Safety Patrol event. The event will be held at Hawk Island, Wednesday, May 16. Comm. Vickers gave a special thanks to Mr. Bennett for working on the fee for the park usage with Susan Carter, Executive Director and Secretary of the Lansing Area Safety Council.

Public Comment

None.

The meeting adjourned at approximately 7:46 p.m.

Respectfully submitted,

Julie Buckmaster

MAY 14, 2012 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Assistant Deputy Controller is recommending approval of the following resolutions:

1a. Health Department - Resolution to Amend Resolution #12-110 to Correct Job Titles and Position Numbers

This resolution authorizes an amendment to Resolution #12-110 to change job titles/job descriptions and correct position numbers. Changes are made to the following positions:

Position #601402/Deputy Health Officer, Community Health Services – title change to Chief Executive Officer/Director. The position number listed in the resolution was incorrect. The correct position number should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, it is recommended that the job title be changed to Power of We Coordinator, Health Department. Both Human Resources and the ICEA support the change.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions. Both Human Resources and the ICEA support this change.

3. Controller/Administrator - Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department on October 1, 2012, and for all other departments reporting to this liaison committee on January 1, 2013. A full analysis of each fee was presented to all committees at a previous round of meetings. Included in the agenda packet is a memo from the Health Department in response to the questions from the Human Services Committee. If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$233,608. Any additional revenue will be recognized in the 2013 Controller Recommended Budget. Please see the memorandum included in the agenda packet for further details.

OTHER ITEMS:

- 1b. Health Department – Resolution Honoring Mark W. (Marcus) Cheatham*
- 2a. Human Services Committee – Resolution Supporting a Statewide and National Ban on Hydraulic Fracturing for Natural Gas*
- 2b. Human Services Committee - Resolution to Submit to the Electorate a Special Millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly*

This resolution authorizes a special supplementary millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly. The approved language would be placed on the ballot of the August Primary Election for voter approval, concurrent with the currently authorized millage (.48 of one (1) mill) through 2015.

The supplemental millage has been deemed necessary in order to continue to provide services at the current level. The .12 mill would generate an estimated additional \$784,000 for the transportation system in the first calendar year of the levy based on taxable value. The County Attorney has reviewed and approved the ballot language included in this resolution. The County traditionally has used these millage funds to contract with CATA for the transportation services (CATA Rural Services (CRS), CATA service for persons with disabilities (SpecTran), and to provide funds to Veteran Affairs for the operation of a vehicle used to transport area veterans to VA Hospitals in the region.

MEMORANDUM

TO: Human Services Committee
County Services Committee

FROM: Renée B. Canady, PhD, MPA, Health Officer

DATE: May 3, 2012

RE: Authorization to Amend Resolution #12-110

In Resolution #12-110, the Ingham County Board of Commissioners approved the Realignment of Health Department Programs and Administrative Structure.

In the Resolution, changes were made to the following positions:

Position #601402/Deputy Health Officer, Community Health Services – title change to Chief Executive Officer/Director. The position number listed in the resolution was incorrect. The correct position number should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, it is recommended that the job title be changed to Power of We Coordinator, Health Department. Both Human Resources and the ICEA support the change.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions. Both Human Resources and the ICEA support this change.

I am recommending that the Board approve the amendment to Resolution #12-110. There are no budget adjustments that need to be made in order to implement this resolution. All other terms and conditions of the resolution remain the same.

**INGHAM COUNTY
JOB DESCRIPTION**

POWER OF WE COORDINATOR, HEALTH DEPARTMENT

General Summary: Under the general direction of the Health Officer, coordinates the relationships and activities of the Power of We Consortium (PWC). Focuses on collaboration with community and neighborhood groups to improve community well-being. Develops and implements the PWC work plan. Represents the PWC as a liaison to community and neighborhood groups. Assists in coordinating and expanding resources with state and federal foundations. Promotes the PWC concepts of equity and sustainability to reach its goals.

Essential Functions:

1. Plans and implements monthly PWC meetings to inform and encourage dialogue on issues significant to improving community well-being.
2. Oversees the work of various PCW committees. Provides strategic guidance in conjunction with committee chairs and members. Prepares agendas, coordinates speaker and manages meeting logistics. Takes and distributes minutes. Oversees the implementation of committee decisions.
3. Coordinates the Capacity Building Program for direct support to nonprofit organizations. Develops and implements monthly workshop for approximately 30 nonprofits.
4. Provides resources and information to support community initiatives. Convenes community stakeholders around issues and needs. Cultivates community relationships with units of government, neighborhoods, community foundations, faith based organizations, community agencies and area businesses.
5. Utilizes technology to assure effective communication with and among PWC members and the community. Creates e-bulletins and provides updates to the PWC website and Facebook page.
6. Oversees the PWC AmeriCorp State and VISTA programs. Participates in the hiring of program coordinators. Responsible for employee training, performance evaluation and discipline.
7. Develops and manages the Community Indicators Project. Utilizes data and analytical resources from various agencies, universities and consultants to produce an annual report on the well-being of the community.
8. Assures financial sustainability for the ongoing work of PWC. Researches and applies for funding opportunities for PWC expansion and support. Responsible for grant writing, analysis and compliance.
9. Works with funders, County attorneys and the Board of Commissioners for the creation and execution of all contract and agreements. Oversees the timely execution of required agreements and contracts.

Other Functions

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPPA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required. Preference for a degree in Public Administration, Human Services, Business Administration or a related field.

Experience: A minimum of 2-3 years of related experience is required. Experience working with nonprofits is preferred.

Other Requirements: None

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

Physical Requirements:

Ability to access office files.

Ability to enter and access information using a computer.

Ability to travel throughout the area to various locations.

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

Working Conditions

Works in office conditions and travels throughout the area to attend meetings and visit other locations.

**March 2012
ICEA 7**

**INGHAM COUNTY
JOB DESCRIPTION**

SANATARIAN III

General Summary: Under the direct supervision of the Director or Deputy Director, serves as a section leader for Bureau programs, projects and staff. Gathers, analyzes and interprets information public health and environmental health issues. Develops resources and helps create programs to meet required local, state and federal programs. Trains staff and provides professional consultation to the public on a wide range of environmental issues which address both daily and emergency environmental issues.

Essential Functions:

1. Gathers necessary and available information on the existence, outcome and health risks associated with environmental sites of contamination, emergency incidents and other public health or environmental threats in the community.
2. Provides guidance to staff regarding environmental concerns as they relate to the Bureau programs. Provides input to regional and statewide environmental committees or work groups. Attends meetings, gathering information, prepares position statements and provides training on public health and environmental health issues.
3. Serves as a project/program leader in developing and monitoring procedures for environmental contaminations and other public health issues. Performs inspections, maintains records, answers questions and provides assistance to staff and the public.
4. Serves as a project/program leader in the development and implementation of outreach programs to raise awareness of environmental health issues and programs. Provides professional consultation and education to the general public on topics related to the Bureau.
5. Answers questions and serves as consultant to the general public, landlords, businesses, county staff, DHS staff, and other agencies on Planned Program issues.
6. Provides professional consultation on technical issues during environmental emergencies or toxic substance incidents such as “orphan barrels”. Provides scientifically sound advice and recommendations to other County departments, other agencies and the general public.
7. Serves as a project/program leader for Environmental Health Specialist, SANI, and SAN II in related programs. Provides guidance in programs such as food safety, soil & water quality and solid & hazardous waste programs.
8. Collaborates with other governmental units and the private sector to maintain emergency preparedness and services during emergencies of man made or natural disasters as it relates to the Environmental Health Department.
9. Performs the duties of a Environmental Health Specialist, Sanitarian I and Sanitarian II as needed.
10. Oversees and directs the training needs to ensure staff compliance with local, state and federal regulations such as MIOSHA and EPA certification compliance for EPCRA, CERCLA and HAZWOPER.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPPA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in the field Environmental Science, Biology, Chemistry, Physical Science or a related field is required.

Experience: A minimum of 3 years of progressive responsibility in environmental health programs is required.

Other Requirements: Possession of current registration as a Sanitarian in the State of Michigan or Registration as an Environmental Health Specialist from the National Environmental Health Association or other professionally recognized registration that is equivalent. Possession of a valid Michigan driver's license.

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to bend, stoop, kneel and maneuver in tight spaces such as crawl spaces, basements and shafts.
- Ability to climb up and down ladders. Ability to use shovels and hand augers.
- Ability to lift, hold and carry objects weighing up to 30 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:

- The work environment is a split between two environments. The primary environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities. The secondary environment is field work where periodic physical exertion is required and exposure to minor injuries and disagreeable conditions are elevated.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #12-110 TO CORRECT JOB TITLES AND POSITION NUMBERS

WHEREAS, in Resolution #12-110, the Board of Commissioners authorized the realignment of Health Department Programs and Administrative Structure; and

WHEREAS, after review, the Health Officer is recommending the following corrections to the resolution:

Position #601402 approved as a title change to Chief Executive Officer/Director, contained an incorrect position number and should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, we are recommending that the job title be changed to Power of We Coordinator, Health Department.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions; and

WHEREAS, these changes have been reviewed and supported by the Human Resources Department and the ICEA; and

WHEREAS, the Health Officer has advised that no addition funds are required to implement the amendment.

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the proposed amendment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to Resolution #12-110 to change the job titles/descriptions and correct the position numbers as follows:

Position #601402 approved as a title change to Chief Executive Officer/Director, contained an incorrect position number and should be #601003.

Position #601366 was reclassified as a Human Services Grant Coordinator. After review by Human Resources, we are recommending that the job title be changed to Power of We Coordinator, Health Department.

Position #601333 was reclassified as a Sanitarian III, Planned Program Lead and #601324 was reclassified as a Sanitarian III, Demand Program Lead. After Human Resources review, one job description has been recommended for both positions

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #12-110 remain unchanged.

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MARK W. (MARCUS) CHEATHAM

WHEREAS, Mark W. (Marcus) Cheatham began his career with Ingham County in March, 1995 as a Health Analyst in the Community Health Assessment are of the Ingham County Health Department; and

WHEREAS, in July, 2007, he was promoted to the Assistant Deputy Health Officer position; and

WHEREAS, he as served as a member of the Board of Michigan's Local Public health Accreditation Commission; and

WHEREAS, he has served as a member of the steering committee and research committee of the Great Lakes Health Information Exchange since 2006; and

WHEREAS, since 2006, has been a member of an Ingham County Health Department leadership team for the Social Justice Project, which is funded by the W.K. Kellogg Foundation and supported by the National Association of County and City Health Officials; and

WHEREAS, he served as senior member of an interagency team that designed a Mid-Michigan community health data system through the Data Democratization Project; and

WHEREAS, he has been a dedicated member of the County Diversity Choir, contributing to the success of the annual Diversity Luncheon event; and

WHEREAS, he sets a personal example for health and fitness for by frequently riding his bike to work and routinely exercising during the lunch break; and

WHEREAS, Dr. Cheatham has consistently brought a demeanor of kindness, collaboration, and collegiality to all his community and health department endeavors.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Mark W. (Marcus) Cheatham for his 17 years of dedicated service to the community, and for the contributions he has made to the Ingham County Health Department.

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SUPPORTING A STATEWIDE AND NATIONAL BAN ON HYDRAULIC FRACTURING FOR NATURAL GAS

WHEREAS, the hydraulic fracturing (fracking) for natural gas involves the use of chemicals and hazardous materials during construction, drilling, hydraulic fracturing, gas production and delivery, well maintenance, and workover operations; and

WHEREAS, hydraulic fracturing of underground geologic formations is often accomplished by injecting a complex mix of fluids and chemicals, including large volumes of water, on average 4.5 million gallons per well, under very high pressure to create fractures in gas bearing geologic formations; and

WHEREAS, many of the chemical constituents injected during hydraulic fracturing have documented adverse health effects and/or adverse environmental impacts; and

WHEREAS, there have been more than a 1,000 documented cases of water contamination near fracking sites; some people who live near these sites can now light their drinking water on fire; and

WHEREAS, wastewater from fracking can contain radioactive elements and has been discharged into rivers that supply drinking water for millions, according to the *New York Times*; and

WHEREAS, use of these hydraulic fracturing mixes exposed adjacent land and surface waters to the risk of contamination through open pit storage, truck transport on roadways, and activities during well development; and

WHEREAS, the pollution of water caused by fracking threatens the long term economic well being of communities, as businesses and consumers depend on clean drinking water; and

WHEREAS, in 2005, as part of the federal Energy Policy Act and over objections of health care, scientific, environmental, and conservation communities, regulation of hydraulic fracturing fluids under the Safe Drinking Water Act by the Environmental Protection Agency was exempted, thereby allowing oil and gas companies to use these substances without federal oversight or standards; and

WHEREAS, the oil and gas industry is not required by federal law to publicly disclose chemical formulas of hydraulic fracturing fluids so that this information is publicly available for health and safety purposes; and

WHEREAS, Former President George W. Bush's EPA point person on water now admits fracking should never have been exempted from regulation, and

WHEREAS, the Fracturing Responsibility and Awareness of Chemicals Act ("FRAC Act"), which is currently pending in Congress, would repeal the fracking exemption to the Safe Drinking Water Act and require disclosure of chemicals used in fracking; and

WHEREAS, the Bringing Reductions to Energy's Airborne Toxic Health Effects Act ("BREATHE Act"), which is currently pending in Congress would repeal the exception to the Clean Air Act for aggregation of emissions from oil and gas development sources; and

WHEREAS, the wise stewardship of our natural resources involves protection of Ingham County's water supplies and water resources for generations to come; and

WHEREAS, protection of Ingham County's water supplies and resources is better accomplished by prevention of contamination and environmental degradation, rather than attempting to cleaning up contamination and restoring degraded environments after the fact; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners supports a statewide and national ban on hydraulic fracturing for natural gas.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners supports the FRAC Act and BREATHE Act.

BE IT FURTHER RESOLVED, that the County Clerk shall send copies of this resolution to Governor Rick Snyder, Ingham County Legislative Delegation, Congressional Representative and U.S. Senators calling for a ban on fracking and for them to co-sponsor the FRAC Act, H.R. 1084/ S. 587, and BREATHE Act, H.R. 1204.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A COUNTYWIDE TRANSPORTATION SYSTEM PRIMARILY FOR THE DISABLED AND ELDERLY

WHEREAS, the Board of Commissioners desire to continue to provide a transportation system at the same level of service, primarily for the elderly and disabled within Ingham County; and

WHEREAS, the Board of Commissioners has provided the financial stability necessary for sound planning through a long-term Millage during the past several years; and

WHEREAS, the current authorized Millage (0.48) of one (1) mill expires December 31, 2015; and

WHEREAS, the current Millage is not sufficient to continue to provide the same level of necessary services due to reductions in state funding for "public transit" operational costs.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the primary election to be held on August 7, 2012.

**PUBLIC TRANSPORTATION SYSTEM FOR ELDERLY AND DISABLED
MILLAGE QUESTION**

For the purpose of continuing funding for a transportation system to be used primarily by elderly and disabled persons in Ingham County, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 12/100 (0.12) of one (1) mill, \$0.12 per thousand dollars of state taxable valuation, for a period of four (4) years (2012-2015) inclusive. If approved and levied in full, this Millage will raise an estimated additional \$784,000 for the transportation system in the first calendar year of the levy based on state taxable valuation.

YES []
NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the August 7, 2012 ballot and to be prepared and distributed in the manner required by law.

Agenda Item 3

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller

DATE: May 5, 2012

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2012, for the Park and Zoo winter seasonal fees on November 1, 2012, and for all other departments on January 1, 2013. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at a previous round of meetings.

During the last round of Committee meetings, some questions pertaining to specific fees were discussed. Many of these have been answered in previous correspondence and the remaining questions for the Health Department and Animal Control are addressed in the attached memos. The Law Enforcement Committee suggested lowering the adoption fees in the summer months in order to increase adoption rather than spending money on extended care or euthanasia. Attached is a memo from the Animal Control Director proposing a reduction in adoption fees one day per week in order to promote increased adoption of shelter animals and reduce costs. Also attached is a memo from the Health Department in response to the questions from the Human Services Committee.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$233,608. Any additional revenue will be recognized in the 2013 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Agenda Item 3

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution 02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the consumer price index, a rate of 2.7%, was used for the cost increase factor due the continuous decline in budgets; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2013 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2012 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2012.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions 05-166 and 05-242.

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

| Loc of Svc | Fee Description | 2012 Fee | 2013 Fee | Target % |
|--------------|---|------------|------------|----------|
| Drain Comm. | Topography | \$530.00 | \$535.00 | 100% |
| Drain Comm. | Preliminary Comm. Site Plan Review | \$650.00 | \$655.00 | 75% |
| Drain Comm. | Preliminary Plat Review | \$650.00 | \$655.00 | 75% |
| Drain Comm. | Plat and Commercial Drainage Review - First acre | \$650.00 | \$655.00 | 100% |
| Drain Comm. | Plat Drain Administration Fee | \$2,100.00 | \$2,200.00 | 75% |
| Drain Comm. | Drain Crossing Permits, Review (Commercial) | \$460.00 | \$470.00 | 100% |
| Drain Comm. | Escrow account-1/2 acre or less | \$500.00 | \$535.00 | 100% |
| Drain Comm. | Escrow account - 1/2 to 1 acre | \$1,500.00 | \$1,600.00 | 100% |
| Drain Comm. | Escrow account - 1 to 5 acres | \$3,000.00 | \$3,200.00 | 100% |
| Drain Comm. | Escrow account - 5 to 10 acres | \$5,000.00 | \$5,300.00 | 100% |
| Drain Comm. | Escrow account - each add'l 10 acres | \$2,500.00 | \$2,600.00 | 100% |
| Drain Comm. | Soil Erosion Permit - 9 month duration | \$230.00 | \$235.00 | 75% |
| Equalization | Pre-2005 Paper Maps/Aerial photos (blueprints) | \$11.00 | \$12.00 | 100% |
| | Digitally Produced Paper Maps- Parcel Layer | | | |
| Equalization | 8.5" x 11" | \$5.00 | \$6.00 | 100% |
| Equalization | 11" x 17" | \$11.00 | \$12.00 | 100% |
| Equalization | 17" x 22" | \$17.00 | \$18.00 | 100% |
| Equalization | 22" x 34" | \$22.00 | \$24.00 | 100% |
| Equalization | 28" x 40" | \$28.00 | \$30.00 | 100% |
| Equalization | 34" x 44" | \$34.00 | \$36.00 | 100% |
| | Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer | | | |
| Equalization | 8.5" x 11" | \$11.00 | \$12.00 | 100% |
| Equalization | 11" x 17" | \$22.00 | \$24.00 | 100% |
| Equalization | 17" x 22" | \$34.00 | \$36.00 | 100% |
| Equalization | 22" x 34" | \$45.00 | \$48.00 | 100% |
| Equalization | 28" x 40" | \$57.00 | \$60.00 | 100% |
| Equalization | 34" x 44" | \$68.00 | \$72.00 | 100% |
| Equalization | Custom Maps | \$64.00 | \$67.00 | 100% |
| Parks | Boating Fees | | | |
| Parks | In-Park Canoe/Kayak - per hr | \$5.00 | \$6.00 | 100% |
| Parks | In-Park Canoe/Kayak - 2nd hr | \$5.00 | Eliminate | 100% |
| Parks | In-Park Canoe/Kayak hrly after 2nd | \$2.00 | Eliminate | 100% |
| Parks | In-Park Canoe/Kayak -Max. per day | \$12.00 | Eliminate | 100% |
| Parks | Canoe/Kayak Trips - McNamara | \$12.00 | \$15.00 | 100% |
| Parks | Canoe/Kayak Trips - Bunker Rd | \$18.00 | \$22.00 | 100% |
| Parks | Canoe/Kayak Trips - Eaton Rapids | \$25.00 | \$28.00 | 100% |
| Parks | Row Boat - 1st hour | \$5.00 | \$7.00 | 100% |
| Parks | Row Boat - 2nd hour - fee per hour | \$5.00 | Eliminate | 100% |
| Parks | Row Boat - Hourly Thereafter | \$2.00 | \$3.00 | 100% |
| Parks | Row Boat - Maximum | \$20.00 | Eliminate | 100% |

| Loc of Svc | Fee Description | 2012 Fee | 2013 Fee | Target % |
|----------------|---|----------|-----------|----------|
| Parks | Cross Country Skiing Adults & Children (12 & under): Weekdays (Burchfield only) | | | |
| Parks | 3rd hour | \$1.00 | Eliminate | 100% |
| Parks | Maximum | \$6.00 | Eliminate | 100% |
| Parks | Cross Country Skiing Adults: Wknds & Holidays(Burchfield & Lake Lansing N) | | | |
| Parks | 1st hour | \$7.00 | \$8.00 | 100% |
| Parks | Cross Country Ski Rental Fees for separate equipment - Adult or Child | | | |
| Parks | Poles per hour | \$2.00 | \$3.00 | 100% |
| Parks | Hawk Island Snow Park Operational Rates (Mon-Fri 4-9 pm Sat-Sun 10am-9pm) | | | |
| Parks | Comb. Snow Board/Tube Adult Pass | \$10.00 | Eliminate | 100% |
| Parks | Comb. Snow Board/Tube Child Pass | \$7.00 | Eliminate | 100% |
| Parks | Comb. Snow Board/Tube Family Pass | \$30.00 | Eliminate | 100% |
| Parks | Comb Group Rate (20-100 p)/person | \$6.00 | Eliminate | 100% |
| Parks | Game Rental (for 4 hours) | | | |
| Parks | Moonwalk | \$250.00 | \$275.00 | 100% |
| Parks | Dunk Tank | \$200.00 | \$225.00 | 100% |
| Parks | Giant Slide | \$350.00 | \$400.00 | 100% |
| Parks | Admission Fees (group rate) | | | |
| Zoo | All Adults(November-March): Res, Non-Res, or Senior | \$0.00 | \$2.00 | 25% |
| Zoo | Children (age 3-12) (November - March) | \$0.00 | \$1.00 | 25% |
| Animal Control | Enforcement/Dog License Fees | | | |
| Animal Control | Un-Sterilized | \$50.00 | \$60.00 | 75.0% |
| Animal Control | Un-Sterilized - Delinquent | \$120.00 | \$130.00 | 75.0% |
| Animal Control | Un-Sterilized - 3 year License | \$135.00 | \$145.00 | 75.0% |
| Animal Control | Boarding Fee-Dangerous Animals | \$30.00 | \$40.00 | 75.0% |
| Animal Control | Boarding Fee per day-others | \$20.00 | \$30.00 | 75.0% |
| Animal Control | Euthanasia Fee | \$100.00 | \$125.00 | 100.0% |
| Animal Control | Owner Pick-up Fee | \$30.00 | \$40.00 | 100.0% |
| Animal Control | Tranq. at-large | \$30.00 | \$40.00 | 100.0% |
| Animal Control | Rabies vaccination on redeemed dogs | \$10.00 | \$15.00 | 100.0% |
| Animal Control | Bordatella Vaccination-redeemed dogs | \$6.00 | \$15.00 | 100.0% |
| Animal Control | Spay/neuter deposit-Owners redeeming pet | \$15.00 | \$75.00 | 0.0% |
| Pros Atty | Diversion - Felony Offender | \$760.00 | \$770.00 | 50.0% |
| Pros Atty | Costs for eligible convictions - Trial | \$200.00 | \$210.00 | 10.0% |
| Comm. Health | INS Vaccination Verif Form I-693 | \$35.00 | \$36.00 | 100.0% |
| Comm. Health | MIHP Tran. Bus/Van | \$31.29 | \$33.68 | 100.0% |
| Comm. Health | MIHP - Trans Taxi | \$28.62 | \$30.80 | 100.0% |
| Comm. Health | MIHP Trans. Volunteer | \$0.31 | \$0.33 | 100.0% |
| Comm. Health | Compreh Envir Investigation | \$265.00 | \$275.00 | 100.0% |

| Loc of Svc | Fee Description | 2012 Fee | 2013 Fee | Target % |
|--------------|--|----------|----------|----------|
| Comm. Health | Assessment of Home | \$110.00 | \$120.00 | 100.0% |
| Comm. Health | Immigration Physical Exams | \$170.00 | \$180.00 | 100.0% |
| Imm. Clinic | Internat'l Travel Consult | \$57.00 | \$59.00 | 100.0% |
| OYC | Consultation Request (per hr.) | \$67.00 | \$69.00 | 100.0% |
| OYC | Agency Training Request- Base, 1.5 hr. | \$200.00 | \$205.00 | 100.0% |
| OYC | Agency Training Request- Base, 2.5 hr. | \$330.00 | \$340.00 | 100.0% |
| OYC | Agency Training Request- Base, 3.0 hr. | \$400.00 | \$420.00 | 100.0% |
| OYC | Agency Training Request- Base, 5.0 hr. | \$650.00 | \$675.00 | 100.0% |
| OYC | OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending) | \$22.00 | \$25.00 | 100.0% |
| OYC | OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending) | \$28.00 | \$30.00 | 100.0% |
| OYC | OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending). | \$60.00 | \$65.00 | 100.0% |
| OYC | OYC - Advanced Training - 10 hrs./per person | \$100.00 | \$105.00 | 100.0% |
| OYC | OYC - Administrator Training - 16 hrs./per person | \$130.00 | \$133.00 | 100.0% |
| Env. Health | Fixed Food Service Estab-Profit | | | |
| Env. Health | Mobile Unit Renewal License (4 hours) | N/A | \$230.00 | 50.0% |
| Env. Health | Food Variance Request Fee (Based on BEH Hourly Rate, estimated time to deliver services - one hour | N/A | \$115.00 | 100.0% |
| Env. Health | Pool | | | |
| Env. Health | Public Pool Inspection | \$220.00 | \$230.00 | 100.0% |
| Env. Health | Each add'l pool at same location | \$110.00 | \$115.00 | 100.0% |
| Env. Health | Pool Reinspection (after violation) | \$110.00 | \$115.00 | 100.0% |
| Env. Health | Late Pool Payment Fee - when no payment received after 30 days invoiced -est. time - one hour | N/A | \$115.00 | 100.0% |
| Env. Health | DHS Licensing | | | |
| Env. Health | DHS Licensing Inspection - municipal | \$205.00 | \$215.00 | 100.0% |
| Env. Health | DHS Licensing Inspection - well & septic | \$345.00 | \$355.00 | 100.0% |
| Env. Health | DHS Licensing re-inspection fee hourly rate | \$110.00 | \$115.00 | 100.0% |
| Env. Health | DHS Initial Licensing Plan Review | \$395.00 | \$405.00 | 100.0% |
| Env. Health | Body Art (Tattoo) | | | |
| Env. Health | Body Art Business Initial License | \$550.00 | \$575.00 | 50.0% |
| Env. Health | Body Art License Renewal | \$175.00 | \$200.00 | 50.0% |
| Env. Health | Body Art Lic-late renewal-additional | \$125.00 | \$135.00 | 50.0% |
| Env. Health | Body Art w/o initial license/reinstatement of revoked | \$550.00 | \$575.00 | 50.0% |
| Env. Health | Body Art non-compliant with inspection -hourly rate | \$110.00 | \$115.00 | 50.0% |
| Env. Health | Reinstmt of Susp Body Art License (fine) | \$210.00 | \$215.00 | 100.0% |
| Env. Health | Body Art Initial License after July 1 | \$275.00 | \$295.00 | 100.0% |

| Loc of Svc | Fee Description | 2012 Fee | 2013 Fee | Target % |
|-------------|---|------------|------------|----------|
| Env. Health | Body Art Temp License (1-14 days) | \$100.00 | \$105.00 | 100.0% |
| Env. Health | PLAN REVIEW FEE FOR BODY ART (BEH HOURLY RATE, MINIMUM TIME TO DELIVER SERVICE = TWO HOURS) | n/a | \$115.00 | \$1.00 |
| Env. Health | DEMAND PROGRAM (per hour) | | | |
| Env. Health | Sewage Inspection (Only) | \$770.00 | \$800.00 | 100.0% |
| Env. Health | Well (Only) Inspection -private | \$575.00 | \$590.00 | 100.0% |
| Env. Health | Combined Well & Septic Inspection | \$1,125.00 | \$1,130.00 | 100.0% |
| Env. Health | Vacant Land Evaluation | \$555.00 | \$570.00 | 100.0% |
| Env. Health | On-Site Sewage repair/replace | \$770.00 | \$800.00 | 100.0% |
| Env. Health | Well Repair | \$200.00 | \$345.00 | 100.0% |
| Env. Health | Altern On-site Sewage Syst Plan Rewv | \$420.00 | \$430.00 | 100.0% |
| Env. Health | Subdivision Evaluation of Preliminary Plat | \$340.00 | \$360.00 | 100.0% |
| Env. Health | Munic Requ Eval. of Well/Septic-(hourly rate - min. 2 hours for service) | \$110.00 | \$115.00 | 100.0% |
| Env. Health | Septic or Well ownershp trsfr,not installed at time of transfer | \$185.00 | \$190.00 | 100.0% |
| Env. Health | Septic tank repair or replacement inspection fee | \$285.00 | \$345.00 | \$1.00 |
| Env. Health | Irrigation Well/Non-potable well - commercial | N/A | \$345.00 | \$1.00 |
| Env. Health | Combined Well & Septic Repair | n/a | \$915.00 | \$1.00 |
| Env. Health | Septic Installers Certification (2 hr chrg) | n/a | \$115.00 | \$0.00 |
| Env. Health | BATHING BEACHES | | | |
| Env. Health | Bathing Area Operational Permit | \$225.00 | \$230.00 | 100.0% |
| Env. Health | Reinstrmt of bathing area permit | \$110.00 | \$115.00 | 100.0% |
| Env. Health | Sanitary Surv for Prop. Bathg Beach | \$450.00 | \$460.00 | 100.0% |
| Env. Health | CAMPGROUNDS | | | |
| Env. Health | Campground Inspection 0-99 Sites | \$150.00 | \$155.00 | 100.0% |
| Env. Health | Campground Inspection 100-199 Sites | \$225.00 | \$235.00 | 100.0% |
| Env. Health | Campground Inspection 200+ Sites | \$300.00 | \$310.00 | 100.0% |
| Env. Health | Campground 0-99 sites -after July 1 fine for late inspection -150% | \$225.00 | \$232.00 | 100.0% |
| Env. Health | Campground 100-199 Sites after July 1 fine for late inspection 150% | \$340.00 | \$352.00 | 100.0% |
| Env. Health | Campground 200+ Sites after July 1 fine for late inspection 150% | \$450.00 | \$465.00 | 100.0% |
| Env. Health | Campground 0-99 Sites after Sept 1 fine for late inspection 200% | \$300.00 | \$310.00 | 100.0% |
| Env. Health | Campground 100-199 Sites after Sept 1 fine for late inspection 200% | \$450.00 | \$470.00 | 100.0% |
| Env. Health | Campground 200+ Sites fine for late inspection after Sept 1 -200% | \$600.00 | \$620.00 | 100.0% |
| Env. Health | MISC EH PROGRAMS | | | |
| Env. Health | Collection of water samples for Type II Non-Community Water Sampling per hr | \$110.00 | \$115.00 | 100.0% |
| Env. Health | Type II Non Community - Sanitary Survey | \$440.00 | \$450.00 | 100.0% |
| Env. Health | Board of Health appeal fee | \$125.00 | \$130.00 | 100.0% |

ATTACHMENT B: FEES FOR WHICH AN ADJUSTMENT IS RECOMMENDED

| Loc of Svc | Fee Description | 2012 Fee | 2013 Fee | Target % |
|-----------------|-------------------------|----------|----------|----------|
| Circuit Court | Criminal Histories | \$9.00 | \$10.00 | 100% |
| Circuit Court | Felony Case Costs | \$600.00 | \$625.00 | 100% |
| Circuit Court | Show Cause - Probation | \$100.00 | \$125.00 | 100% |
| Family Division | Delinquency Court Costs | \$200.00 | \$225.00 | 100% |
| Family Division | Tether | \$20.00 | \$25.00 | 25% |

Memo

To: Finance Committee Members
From: Renee Canady
Date: 5/8/2012
Re: Response to questions about Health Department Fees

- 1) What is our quality control process for assuring the caliber of the inspectors that we contract with? Inspectors contracted for services as part of our Point of Sale program are held to the following requirements:
 - Must be a Registered Sanitarian (RS),
 - Take classes offered by their professional association such as MOWTEC, MOWEC, or Michigan Groundwater Association and pass an exam associated with the course.
 - Hold Ingham County certification, received after successful completion of ICHD Administrative course
 - If not certified by Ingham County, they must be certified in a county we have reciprocity with as noted in our Point of Sale policy and guidance authored 9/29/10 (Barry-Eaton, Shiawassee)
- 2) Are land bank houses subject to inspections?
 - Yes, land bank is required under state to comply with all local law ordinances (noted in legal opinion received March 28, 2011)
- 3) Why are East Lansing rates different?
 - Ingham County Tobacco Regulation, section 4-3 (2) License Fee allows for adjustment of County fee's if a facility is licensed and pay fees to a Township or Municipality in Ingham County. It has been our practice to lower the fees for East Lansing businesses as a result of this regulation.
- 4) Septic installer certification: Will we charge less if more people are enrolled?
 - No adjustments are planned at this time. The fee is for registration, training, and certification processing. Similar to our other certification processes (e.g., Point of Sale), we charge a set fee for attending the course. Ingham County is one of a few counties that do not have such a course or fee at this time.
- 5) Please explain the 150% on the tobacco late fee notices? It is a late fee for updating their license after it has expired (as opposed to updating prior to expiration which is required). This is the fee for late registration; it is not a fine for breaching the regulation (per clarification from County legal counsel).

Memorandum

To: Law Enforcement Committee
CC: Elizabeth Hamilton
From: Jamie McAloon Lampman, Director
Date: May, 3, 2012
Re: Reduced Adoption Fee Proposal

Proposal to Reduce Adoption Fees.

I am proposing a reduction in fees one day per week. This proposal is an effort to promote and increase adoption of shelter animals. It will reduce euthanasia and reduce expenses related to the care and maintenance of shelter animals.

Despite multiple strategies used to promote the adoption of animals in 2011 it was only when the shelter offered huge discounts on adoption fees that we saw an active increase in adoptions. The current fee structure for adopting cats is not competitive with the thousands of free kittens on the corner and the limited discretionary funds families have. Adoption fees have become cost prohibitive in these times.

In 2010 the shelter experienced a decline in adoptions. In 2011 to avoid a continued decline fee reductions were implemented that were augmented by donors who sponsored the adoptions. With the reduced adoption fees and collaborations with regional shelters to conduct shelter to shelter transfers we were able to increase adoptions. This helped immensely resulting in 102 additional adoptions.

In 2012 we implemented the Whiskers Wednesday's promotion whereas cats are free on Wednesdays and dogs are half price. This promotion has not only resulted in dozens of extra adoptions each month but has brought new visitors and people from all over the region to the shelter who have adopted, donated and volunteered. It has also prevented the death of dozens of animals who certainly would have been killed due to lack of space. Although the fees are a loss to the revenue line item—in the long and short term the benefits are far greater. Total adoption fees range from \$71-\$35 dollars per cat (depending on age). For each "Free" cat adopted we average a loss of \$53. However, if we don't adopt the cat we will be forced to kill the animal due to the fact we have limited space and our department is an "Open Admission" shelter (we take in all Ingham County animals regardless of space available). Our staff must euthanize animals to make room when none exist.

The cost to euthanize an animal exceeds the \$53, by almost double. Plus the cost to maintain that animal each day it is at the shelter until it is euthanized. Keeping the shelter's animal population as low as possible is very desirable for purposes of

providing optimum care for those animals that must be there. And more important, the community strongly supports ICAC's commitment to give each animal the option for a home rather than death.

It is of greater benefit to the county to reduce the cost of adoption fees at least once a day to promote adoptions, create good will and reduce the animal population at the shelter through a positive outcome rather than a negative one. Please see attached flyer. This promotion has been sponsored by donors and businesses in the community. These are very limited funds and will soon run out.