

CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE
TODD TENNIS, CHAIR
DEB NOLAN
SARAH ANTHONY
TERI BANAS
BRIAN McGRAIN
RANDY MAIVILLE
ROBIN CASE NAEYAERT

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, MARCH 16, 2015
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 [March 2, 2015](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Innovation & Technology Department - Resolution Authorizing the Purchase of Six (6") [Ortho Photography](#) from the 2015 Tri-County Regional Planning Commission Contract of Digital Aerial Imagery of Ingham County
2. Health Department
 - a. Discussion: Human Services Building [Renovations](#)
 - b. Discussion: Proposed [Reorganization](#) of the Health Department's Environmental Health Division Staff and Administrative Structure
 - c. Discussion: Update on Health Department Finances
 - d. Resolution to Enter into a Contract Agreement with [Ciesa Design, Inc.](#)
3. Board of Commissioners - Resolution Amending Resolutions #80-336 and #99-225 to Restructure the Ingham County [Board of Health](#)

Announcements

Public Comment

Adjournment

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

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

HUMAN SERVICES COMMITTEE

March 2, 2015

Draft – Minutes

Members Present: Tennis, Nolan, Anthony, Banas, Maiville, and Naeyaert

Members Absent: McGrain

Others Present: Jared Cypher, Linda Vail, Mark Stevens, Bambi VanWoert, Todd, Heywood, Bryanna Brown, Katie VanSchoick and others

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

Approval of the February 23, 2015 Minutes

MOVED BY COMM. MAIVILLE SUPPORTED BY COMM. NOLAN, TO APPROVE THE MINUTES OF THE FEBRUARY 23, 2015 MEETING.

Commissioner Anthony amended the minutes to state that she was absent.

Commissioner Nolan amended the minutes to state:

“Discussion on the funding of the ~~Building Authority~~ **Ingham County Medical Care Facility** took place.

“Commissioner Nolan asked what the ~~“dish money”~~ **disproportionate share hospital (DSH)** money for IHP was.”

Jared Cypher, Deputy Controller, amended the minutes as follows:

“Discussion on the ~~funding~~ **role** of the Building Authority took place.

“~~Commissioner Nolan asked Mr. Cypher to look into whether the committee was allowed to do what they did”~~ from the minutes.

“Mr. Cypher stated that they were looking to ~~provide outpatient benefits~~ **add a mental health benefit for their Plan B enrollees.**”

All amendments were considered friendly.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

Additions to the Agenda

Lates –

2. Health Department
 - c. Resolution to Amend Resolution #80-336 to Increase the Size of the Board of Health to add a Commissioner Liaison Position

4. Ingham County Medical Care Facility - Resolution to Expand and Renovate Ingham County Medical Care Facility

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO ADOPT A CONSENT AGENDA OF THE FOLLOWING ACTION ITEMS:

2. Health Department
 - a. Resolution to Authorize Amendment #1 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health
 - b. Resolution to Amend Resolution #14-451 to Subcontract with South Lansing Community Development Association

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

1. Community Health Center Board - Interviews

Chairperson Tennis asked whether all applicants were endorsed by the Community Health Center Board (CHCB).

Tom Curtis, CHCB Chairperson, stated that all interviewees were endorsed by the CHCB.

The Committee interviewed Bambi VanWoert, Todd Haywood, and Bryanna Brown for appointment to the CHCB.

Chairperson Tennis stated for the record that all CHCB meetings were open to the public. He further stated that all meeting minutes were open to the public as well.

Chairperson Tennis thanked all the interviewees for attending. He stated that the CHCB a board where the applicants must interview twice. Chairperson Tennis stated that a decision would be made at the next Board of Commissioners meeting.

2. Health Department
 - c. Resolution to Amend Resolution #80-336 to Increase the Size of the Board of

Health to Add a Commissioner Liaison Position

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. MAIVILLE, TO APPROVE RESOLUTION TO AMEND RESOLUTION #80-336 TO INCREASE THE SIZE OF THE BOARD OF HEALTH TO ADD A COMMISSIONER LIAISON POSITION.

Chairperson Tennis stated that he had requested the resolution be drafted and considered by the Board of Commissioners. He further stated that the Board of Health was one of the few boards that did not have a commissioner liaison.

Commissioner Maiville noted that should the resolution be approved as written, the Board of Health would be comprised of no less than six health care consumers of the ten available positions. He asked what the current makeup of the Board of Health was.

Linda Vail, Health Officer, stated that the 50% health care consumer language was not necessary for the Board of Health. She further stated that it was up to the Board of Commissioners to create the parameters of membership on the Board of Health.

Discussion

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. NAEYAERT, TO AMEND THE RSEOLUTION AS FOLLOWS:

WHEREAS, Resolution #80-336 restructured the Ingham County Board of Health to be comprised of 10 members, ~~of which no less than 50% shall be health care consumers;~~ and

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

3. Board Referral - Letter from State of Michigan Department of Community Health Thanking the Board of Commissioners for their Participation in the Michigan Local Public Health Accreditation Program

Chairperson Tennis stated that the letter would be placed on file.

4. Ingham County Medical Care Facility - Resolution to Expand and Renovate Ingham County Medical Care Facility

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BANAS, TO APPROVE THE RESOLUTION TO EXPAND AND RENOVATE INGHAM COUNTY MEDICAL CARE FACILITY.

Commissioner Nolan asked how the project was going to be financed.

Mr. Cypher stated that he did not believe Medical Care Facility had made a determination on a method of financing yet. He further stated that the resolution's reference to the Municipal Finance Act had been recommended by the County Attorney. Mr. Cypher stated that the Medical Care Facility would have to come back with another resolution in regards to a financing method.

Mark Stevens, Medical Care Facility Administrator, stated that they were investigating their financing options.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain.

Mr. Stevens thanked the Committee.

Announcements

Chairperson Tennis stated that all three applicants who interviewed for the CHCB did very well. He further stated that there were seven vacancies on the CHCB.

Commissioner Nolan stated that perhaps the CHCB would do well to have a member who had expertise in health care-related financing. She invited Ms. Vail to identify people with skill sets that would benefit the CHCB.

Chairperson Tennis stated that there were many current CHCB members who were consumers, but also had backgrounds and skill sets that greatly benefited the CHCB.

Ms. Vail stated that there was great value in having members from the medical field sit on the CHCB. She further stated that she had reached out to the chief medical officers of both hospitals in regards to finding qualified individuals to join the CHCB.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:04 p.m.

MARCH 16, 2015 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. Innovation & Technology Department – *Resolution Authorizing the Purchase of Six (6”) Ortho Photography from the 2015 Tri-County Regional Planning Commission Contract of Digital Aerial Imagery of Ingham Counties*

This resolution will authorize additional funding for an enhanced level of imagery through the 2015 Tri-County Digital Aerial Imagery Project for Ingham County. Ingham County agreed to participate in this project in 2014 through a \$15,000 budget to obtain photo imagery at the 12” ortho resolution. Four Ingham County departments (Ingham County 911, Drain Commission, Environmental Health and the Road Department) expressed a desire to obtain enhanced imagery at the 6” ortho resolution level for their business purposes. Each of these departments will pay \$8,067.72 each for the additional cost of the 6” ortho resolution. This supplemental appropriation of \$32,270.86 will bring the total cost to of the project including all discounts to \$47,270.86. (see attached communication for details)

2. Health Department
 - d. *Resolution to Enter into a Contract Agreement with Ciesa Design, Inc.*

This resolution authorizes an agreement not to exceed \$7,000 with Ciesa Design to develop a new logo for the Health Department. This is the Health Department’s current logo:



3. Board of Commissioners - *Resolution Amending Resolutions #80-336 and #99-225 to Restructure the Ingham County Board of Health*

This resolution removes the designation of health care consumers and health care providers from the membership of the Board of Health.

OTHER ITEMS:

2. Health Department

a. *Discussion: Human Services Building Renovations*

This discussion is necessary to update the Human Services Committee on the estimated costs of renovations prior to transitioning to Phase II of the project. See the attached memo for a more detailed explanation and funding options.

b. *Discussion: Proposed Reorganization of the Health Department's Environmental Health Division Staff and Administrative Structure*

This is a discussion regarding a proposal to realign and restructure services within the Health Department's Environmental Health Division (EH). It is necessary as a part of the County's policy on departmental reorganization.

c. *Discussion: update on Health Department Finances*

This is a follow-up from an initial discussion at the August 2014 Human Services Committee meeting. The purpose is to update the committee on the status of steps taken since then to address various issues.

Ingham County Innovation and Technology Department

Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: February 17, 2015
Re: Ingham County

Dear Commissioners,

This resolution authorizes the funds necessary to purchase the 6 inch ortho photography for the 2015 Tri-County Digital Aerial Imagery Project for Ingham County.

The State of Michigan has partnered with Sandborn Map Company to fly the Tri-County area of Ingham, Eaton and Clinton counties. This flight will occur in the spring time, March-April 2015 during the "leaf off" period dependent on the weather. The photo imagery will be delivered in October 2015. Once the data is processed, either the State or Tri-County Regional Planning Commission (TCRPC) will deliver the product to Ingham County. Sanborn will provide either DVD's or portable hard drives.

Ingham County, in partnership with TCRPC, is receiving a 17.7% contiguity discount on the 12" base product with an additional savings of \$4.90 per sq. mile, from the National Geospatial-Intelligence Agency (NGA). Ingham County is also receiving a \$5.21 per sq. mile discount for the 6" ortho resolution.

Resolution #14-483 authorized the Board of Commissioners to use \$15,000 from contingency funds for the participation of the 12" ortho resolution. The additional cost of \$32,270.86 will be divided among the four departments wanting the 6" ortho resolution. Each department will pay \$8,067.72 for the additional cost of the 6" ortho resolution. This enhanced imagery will bring the total cost to \$ 47,270.86.

The funds will be coming from the four departments; 911, Drain Commissioner's Office, Environmental Health, and Roads, who have requested the 6" ortho photography instead of the 12" ortho photography from the approved previous Resolution #14-483.

Users of the imagery include, but are not limited to, 911 Emergency Operations, Drain Commissioner's Office, Environmental Health, and the Department of Roads and Transportation.

Agenda Item 1

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 6 INCH ORTHO PHOTOGRAPHY FROM THE 2015 TRI-COUNTY REGIONAL PLANNING COMMISSION CONTRACT OF DIGITAL AERIAL IMAGERY OF INGHAM COUNTY

WHEREAS, the State of Michigan is coordinating a regional flight of Ingham, Eaton, and Clinton Counties with Tri-County Regional Planning Commission order to produce aerial imagery; and

WHEREAS, Resolution #14-483 authorized participation in this regional project for Ingham County and payment for 12 inch pixel, true color, leaf off digital orthoimagery; and

WHEREAS, the Ingham County 911, Drain Commission, Environmental Health, and Road Department have requested to upgrade to 6 inch ortho photography; and

WHEREAS, the additional \$32,270.86 cost will be divided among the four departments requesting the 6 inch ortho resolution; and

WHEREAS, each department will pay \$8,067.72 for the additional cost of the 6 inch ortho resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2015 Tri-County Regional Planning Commission digital aerial imagery project with the requested upgrade from 12 inch ortho photography to 6 inch ortho photography requested by Environmental Health, the Drain Commission, the Road Department, and Ingham County 911.

BE IT FURTHER RESOLVED, each department listed below will pay for this upgrade in the amount of \$8,067.72 and funds for this project will come from the department's operating budgets as follows:

Environmental Health - 22160200-818000-03043

Drain Commission - 639-27500-802000

Road Department – 201-44700-700001

Ingham County 911 - 26132500-818000 (911 funding will be transferred from their fund balance)

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary agreements with Tri-County Regional Planning Commission and the State of Michigan, after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make the budget adjustments and transfers contemplated by the resolution.

MEMORANDUM

TO: Human Services Committee

FROM: Linda S. Vail, MPA, Health Officer
Jared Cypher, Deputy Controller

DATE: March 4, 2015

RE: Discussion of the Human Services Building Renovation

The Health Department will discuss the renovation of the Human Services Building and the alternatives for proceeding. The Human Services Building renovation project budget was approved by the Board of Commissioners in resolution 14-221 for a total cost not to exceed \$750,000. It was also assumed at that time that the Health Department would likely receive a \$250,000 Patient Centered Medical Home (PCMH) grant from HRSA for the renovation. The County anticipated funding the remaining \$500,000 from the General Fund fund balance, to be repaid by the Health Department through increased rent at the Human Services Building over a specified number of years.

The Health Department did receive the \$250,000 for the HSB renovation and Phase I of the building project has been completed with architectural firm Hobbs+ Black. The most current cost projection for the renovation is \$1,291,198. A number of meetings with Hobbs+ Black, the Controller's Office and the Health Department were held to determine potential for reducing the cost or scale of the project. At this point we do not feel it is likely that significant reduction in cost can be achieved by changing the scope of the project.

The HSB renovation is one part of a larger facility plan for the Health Department moving clinics out of multiple leased facilities into county owned facilities as well as creating clinical efficiencies by co-location of clinics for better service to residents.

The Forest Clinic will become the adult health center and the HSB will become a women's and children's health center. To facilitate this larger vision:

- The Forest Clinic (formerly McLaren) building on Cedar Street has been purchased and the project is approved and in Phase 2.
- Termination of leases is impending for off-site clinics (Well Child and Healthy Smiles) that were to be relocated to the HSB. These leases cannot be extended.
- Termination of lease at Cedar Pointe where CHC administration is located is anticipated. Owner is not likely to negotiate a lease extension as he is currently more interested in selling the building. There are numerous infrastructure issues with the building, and the County is not interested in buying.

The attached table outlines the four existing options for proceeding: bonding, using cost settlement funds, allocating millage dollars, and delaying renovations.

Agenda Item 2a

	Option 1	Option 2	Option 3
	Borrowing	Use Fund Balance	Allocate Millage \$
Source of Funding	Financial Institution	Reserves in the Health Center (511) enterprise fund	Health Services Millage
Mechanism	Ingham County would borrow the funds for the renovations from a financial institution and pay back over time.	The Health Center enterprise fund has reserves available, however the exact amount available for the project is unknown at this time because the public-entity cost settlement with the state of MI for FY 2013 has yet to be resolved, and only an estimate is included in current fund balance calculations. The cost settlement will likely come in over budget (probably not the entire 4+ million that is currently being reviewed by the state).	Approximately 15% of ICHD patients are millage eligible. 15% of both the Forest Clinic and the HSB renovation are allowable costs for allocating the county's health services millage
Length of project delay	None	At least a month	2-4 weeks
Amount Available	Exact balance of project	Unknown until cost settlement is finalized.	Forest Clinic = \$1.8 million HSB = \$1.29 million. Total = \$3.09 million. 16.8% of total Approx. \$519,000

MEMORANDUM

TO: Human Services, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 4, 2015

RE: Discussion of a Reorganization of the Health Department’s Environmental Health Division Staff and Administrative Structure

The Health Department will discuss a proposal to realign and restructure services within the Environmental Health Division (EH). EH has experienced significant changes in the last year including the hiring of a new EH Director, the resignation of the Deputy EH Director, and the retirement of a Program Lead/Supervisor. The two vacated positions present an opportunity to restructure the division to suit the programs and services offered.

Several reclassifications are proposed and job descriptions have been updated to reflect current job duties accurately and satisfy contractual requirements relative to work assignments. Two current EH positions will be transferred to other organizational units within the Health Department because their current work is less reflective of the scope of EH services and better aligns with other teams within the department. The Tobacco Reduction Program Specialist will move to the Health Promotion and Prevention Division. The Sanitarian I position that is converting to a Health Analyst position will transfer to the Community Health Assessment group.

This proposal reduces administrative overhead and increases front line staff capacity while maintaining an effective leadership team capable of providing the support necessary for all programs and employees. The reorganization is formed with the following goals:

- 1) To increase front line staff capacity and to allow for greater productivity.
- 2) To strengthen and enhance the existing leadership and administrative structure while sustaining the quality of the work performed by program leads and front line staff.
- 3) To align EH to deliver services efficiently and effectively to Ingham County residents.

The following reclassifications are being proposed:

Current	Proposed
Vacant Deputy EH Director	Eliminated
Vacant Sanitarian III (San III)	1 Sanitarian I (San I)
.5 FTE Health Programs Assistant (HPA) UAW D	1.0 FTE Community Health Rep. II (CHR II) UAW C
.75 Environmental Health Specialist (EHS) ICEA PRO 4	1.0 FTE Sanitarian I (San I) ICEA PRO 6
3 Environmental Health Specialists (EHS) ICEA PRO 4	3 Sanitarian I (San I) ICEA PRO 6
3 Sanitarian I (San I) ICEA PRO 6	3 Sanitarian II (San II) ICEA PRO 8
1 Sanitarian I (San I) ICEA PRO 6	Health Analyst ICEA PRO 7
1 Tobacco Reduction Program Specialist	Updated job description, no change in union or grade

Current	Proposed
Sanitarian III, Planned Programs Supervisor	Food and Facilities Supervisor, no change in union or grade
Sanitarian III, Demand Programs Supervisor	Land and Water Program Supervisor, no change in union or grade
Sanitarian III, Toxicologist	Prevention and Response Program Supervisor, no change in union or grade

This proposal has been discussed with all affected unions and the County's Human Resources Department. Attached are the costs associated with implementation of this proposal.

Budget Changes

Current Position (Salary + Fringes)	Proposed	Budget Impact
Vacant Deputy EH Director MCF 11 (\$119,509)	Eliminated	-\$119,509
Vacant San III ICEA Grade 9	San I ICEA Grade 6	-\$38,115
Employee #6676 .5 FTE – HPA, UAW Grade C, Step 2 (\$29,982)	1.0 FTE - CHR II UAW Grade D, Step 2 (\$51,713)	+\$21,731
Employee #4834 EHS, Step 2 ICEA Grade 4 (\$61,179)	San I ICEA Grade 6, Step 1 (\$65,147)	+\$3,968
Employee #6371 .75 FTE – EHS, Step 4 ICEA Grade 4 (\$51,777)	1.0 FTE – San I ICEA Grade 6, Step 2 (\$67,729)	+\$15,952
Employee #6922 EHS, Step 3 ICEA Grade 4 (\$73,375)	San I ICEA Grade 6, Step 1 (\$75,600)	+\$2,225
Employee #1949 EHS, Step 5 ICEA Grade 4 (\$66,349)	San I ICEA Grade 6, Step 3 (\$71,406)	+\$5,057
Employee #6599 San I, Step 3 ICEA Grade 6 (\$68,201)	San II ICEA Grade 8, Step 1 (\$73,759)	+\$5,557
Employee #2971 San I, Step 5 ICEA Grade 6 (\$80,466)	San II ICEA Grade 8, Step 3 (\$86,653)	+\$6,187
Employee #1977 San I, Step 5 ICEA Grade 6 (\$87,569)	San II ICEA Grade 8, Step 3 (\$93,250)	+\$5,681
Employee #6904 San I, Step 3 ICEA Grade 6 (\$83,311)	Health Analyst ICEA Grade 7, Step 3 (\$89,385)	+6,074
		Total -\$85,192

TO: Linda Vail, Health Officer

FROM: Beth Bliesener, Employment Specialist

DATE: 3-2-15

RE: Memo of Analysis for reorganization of the Environmental Health Division

The Health Department is reorganizing the Environmental Health Division to enhance their ability to serve residents of Ingham County.

1. Position number 601326 is currently a $\frac{3}{4}$ time position. The Health Department will change the status to full-time.
2. Position numbers 601326, 601338, 601334, and 601342 are all currently Environmental Health Specialists (ICEA County Pro 04). The Health Department will convert all 3 positions to Sanitarian I's (ICEA County Pro 06). By converting all 3 positions it brings the ICHD Environmental Health Division in line with the nationally recognized standards for sanitarians.
3. Position numbers 601327, 601328 and 601331 are currently Sanitarian I's (ICEA County Pro 06). All 3 employees have the required experience and credentials to be elevated to Sanitarian II's per the ICEA contract Article 11, Section 5. The Health Department will convert all 3 positions to Sanitarian II's (ICEA County Pro 08).
4. Position number 601323 is currently a vacant Sanitarian III. The Health Department will convert the vacant position to a Sanitarian I to accommodate the increase demand for services.
5. Position number 601030, Tobacco Reduction Program Specialist, the Health Department has updated the job description. The position remains the same salary. I have attached the updated job description for your records.
6. Position number 601324, Sanitarian III, Demand Program Supervisor; the job description has been updated to accurately reflect the essential functions. The job has been reclassified to Land and Water Program Supervisor. The salary remains an ICEA County Pro 09. I have attached an updated job description for your records.
7. Position number 601333, Sanitarian III, Planned Program Supervisor; the job description has been updated to accurately reflect the essential functions. The job has been reclassified to Food and Facilities Supervisor. The salary remains an ICEA County Pro 09. I have attached an updated job description for your records.

8. Position number 601322 Sanitarian III, Toxicologist; the job description has been updated to accurately reflect the essential functions. The job has been reclassified to Prevention and Response Program Supervisor. The salary remains an ICEA County Pro 09. I have attached an updated job description for your records.
9. Position number 601339, Sanitarian I, (ICEA County Pro 06) the Health Department will convert this position to a Health Analyst (ICEA County Pro 07). I have attached the job description for your records.
10. Currently position number 601337 is a Part-time Health Programs Assistant (UAW C); the Health Department will increase the position to full- time status and convert the position to a CHR II (UAW D). The employee is in agreement with the changes. The Health Department will increase the status and convert the position to better meet operational needs.
11. The Deputy EH Director was recently vacated. Position number 601437, Deputy EH Director will be eliminated.

I have sent the ICEA PRO chair notice regarding the updated job description and changes and they support the reorganization. I have attached their response.

I have sent the UAW chair notice regarding the position conversion and status change and they support the reorganization. I have attached their response

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

ICEA Response:

3-2-15

Thank you. Mr McNeill was very thoughtful when he began contemplating this EH Reorg. He brought me to the table and he's answered a few lingering questions I have had. I don't have questions or concerns at this time. Thank you, Beth, for your follow up.

Sincerely - Dana Watson, ICEA-Prof President

From: Bliesener, Elisabeth

Sent: Thursday, February 19, 2015 11:23 AM

To: Watson, Dana

Cc: Clous, Joan

Subject: Notice of Reorganizing the Environmental Health Division

Dana, please review the notification to the ICEA regarding reorganizing the Environmental Health Division and updated job descriptions. There is a lot of information here, if you would like to meet to discuss everything please let me know and we can set up a meeting. If you have any concerns please let me know by Friday February 27, 2015. Thanks, Beth

<Notification to ICEA Union 2-18-15.doc>

<Health Analyst JD.doc>

<Tobacco Reduction Program Specialist JD 2-18-15.doc>

<Food and Facilities Program Supervisor JD 2-19-15.doc>

<Land and Water Program Supervisor JD 2-19-15.doc>

<Prevention and Response Program Supervisor JD 2-19-15.doc>

UAW Response:

You have the UAW's agreement. Thanks, Beth.

Claude Bristol

Sally Auer

Chairperson

UAW Ingham County Unit

(517) 483-6209

(517) 574-6548

From: Bliesener, Elisabeth

Sent: Thursday, February 19, 2015 11:28 AM

To: Auer, Sally

Cc: Clous, Joan

Subject: Notification of Position Status change position conversion

Sally, please review the attachment. The Health Department is reorganizing the Environmental Health Division. The Health Department would like to increase the status of position number 601337 a part-time Health Program Assistant UAW C to full-time and convert the position to a CHR II UAW D. Let me know if you have any concerns by Friday February 27, 2015.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: March 3rd, 2015

RE: Resolution to Authorize a Contract Agreement with Ciesa Design, Inc.

The Ingham County Health Department seeks a new logo and graphic identity package that will advance its mission. The current logo is 20 years old and is neither reflective of, nor inclusive of, today's Ingham County residents. The logo depicts an early 20th century, nuclear family and fails to represent Ingham County's modern, innovative, and diverse Health Department.

The logo should embody the health department's core values. A new, on-mission logo will strengthen communication and recognition among county residents, while complementing the county's broader graphic identity and mission. The new logo and corresponding templates (letterhead, business card, flyer and brochure) will forward the Ingham County Health Department's trajectory and help secure its position as a 21st century health department. Furthermore, the timing of this project is ideal as it will allow the Health Department's new logo to be incorporated into the new county website.

Quotes to develop a logo and graphic identity package were gathered in January. Quotes from five graphic design companies were reviewed before Ciesa Design, Inc. was ultimately selected to execute the development of a new logo and graphic identity. Ciesa Design, Inc. is an award-winning agency with over 30 years of experience. Its clients include the Capital Area District Libraries and Dean Transportation.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the contract agreement with Ciesa Design, Inc.

cc: Eric Thelen w/attachment
Joel Murr w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT AGREEMENT WITH CIESA DESIGN, INC.

WHEREAS, the Health Department's current logo is 20 years old and features historical figures that are neither reflective of, nor inclusive of, current county residents; and

WHEREAS, the historical nature of the logo fails to suggest a modern health department; and

WHEREAS, the current logo does not embody the Health Department's core values; and

WHEREAS, the redesign of the County's website and migration of the Health Department's site to the new format presents an opportunity to rebrand the Health Department; and

WHEREAS, funds are available in the Health Department's budget to support these activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract agreement with Ciesa Design, Inc. for up to \$7,000 for the development of a new logo and integrated graphic identity for the period of March 25, 2015 through July 31, 2015; and

BE IT FURTHER RESOLVED, The Controller/Administrator is authorized to transfer up to \$7,000 from the Community Contracting Budget (221-60025-992111-01060) to Health Department Administration Contractual Services (221-60010-818000-01010) and a corresponding transfer of General Fund revenue from the Community Contracting Budget (221-60025-699000-01060) to the Health Department General Fund (221-60010-699000-01010).

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

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING RESOLUTIONS #80-336 AND #99-225 TO RESTRUCTURE THE
INGHAM COUNTY BOARD OF HEALTH**

WHEREAS, passage of the Public Health Code (P.A. 368 of 1978) made the continuation of single County boards of healths discretionary and placed statutory responsibility for public health programs with county boards of commissioners; and

WHEREAS, Resolution #80-336 expanded and restructured the role of the Ingham County Board of Health, changing the composition of the Board of Health to require that no less than 50% of the members shall be health care consumers, with the remaining members being health care providers; and

WHEREAS, the Board of Commissioners feel it is no longer necessary to differentiate between health care consumers and health care providers on the Board of Health.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amend Resolutions #80-336 and #99-225 to remove the designation of health care consumers and health care providers from the membership of the Board of Health.