

CHAIRPERSON  
SARAH ANTHONY

VICE-CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

HUMAN SERVICES COMMITTEE  
TODD TENNIS, CHAIR  
RYAN SEBOLT  
DEB NOLAN  
BRIAN McGRAIN  
SARAH ANTHONY  
TERI BANAS  
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, FEBRUARY 6, 2017 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 [January 23, 2017](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews – Community Health Center Board
2. Health Department
  - a. Resolution to Authorize [Amendment #2](#) to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
  - b. Resolution Honoring [Ford Lee](#)
3. Controller's Office – Resolution to [Amend the Clean Air Policy](#)

Announcements

Public Comment

Adjournment

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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  
January 23, 2017  
Draft Minutes

Members Present: Tennis, Sebolt, Nolan, McGrain, Anthony and Case Naeyaert

Members Absent: Banas

Others Present: Linda Vail, Robin Reynolds, Bob Pena, Justin Alexander, Maggie Fenger and others

The meeting was called to order by Chairperson Tennis at 6:30 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the December 1, 2016 Minutes

WITHOUT OBJECTION, CHAIRPERSON TENNIS RECOGNIZED THAT THE MINUTES OF THE DECEMBER 5, 2016 HUMAN SERVICES COMMITTEE MEETING WERE APPROVED AS PRESENTED. Absent: Commissioner Banas.

Additions to the Agenda

None.

Substitutes –

2. Health Department
  - b. Resolution to Approve a Policy Prohibiting the Use of Electronic Smoking Devices within Ingham County Offices
4. Health Services Millage - Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHP)

Limited Public Comment

None.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. CASE NAEYAERT, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Big Brothers Big Sisters Michigan Capital Region - Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2017
2. Health Department

- b. Resolution to Approve a Policy Prohibiting the Use of Electronic Smoking Devices within Ingham County Offices
  - d. Resolution Honoring Sharon Morgan
3. MSU Extension - Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2017

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas.

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

2. Health Department
- a. Resolution to Approve the Health Department's Strategic Plan for 2017-2019

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CASE NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner McGrain stated that he commended the work of the Health Department in putting this plan together. He asked for additional information regarding the item which addressed potentially increasing wages.

Linda Vail, Health Officer, stated that the strategic plan was part of the Strategic Board Plan process. She further stated that during the planning sessions with employees, the statement regarding wages was repeated over and over again, which was why it was placed in the plan. Ms. Vail stated that what the commissioners saw in the plan included everything the employees repeated during their planning sessions.

Commissioner McGrain questioned if employees were feeling underpaid.

Ms. Vail stated that yes, the nurses, MP's, PA's, Dentists, and other similar employees have stated that they felt underpaid and this attitude was transmitted to the other employees who worked with them.

Commissioner McGrain asked if they had looked at comparable salaries and salary studies to determine if the employees were truly underpaid.

Ms. Vail stated that they looked at all options and compared their processes for recruitment and salaries with other organizations. She further stated that she was fairly familiar with the salaries across the state, and in many ways they were right on with their current salaries.

Commissioner Case Naeyaert stated that she thought it would benefit providers to align themselves with the county and she hoped that the providers understood who they were connected with.

Ms. Vail stated that they did understand their connections but nurses used to come to the department and tell them that they could go somewhere else and get paid higher wages. She further stated that the nature of their schedules meant the salary did not feel adequate compared to the nights, weekends and holidays they worked.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas.

2. Health Department
  - c. Resolution to Approve the Health Department's Plan of Organization

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CASE NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner McGrain asked if anything changed in this resolution from the previously approved resolution regarding the Health Department's Plan of Organization.

Ms. Vail stated that the previous plan was part of the national accreditation, which the County had never done before. She further stated that this plan was part of the three-year state plan accreditation. Ms. Vail stated that the only substantial change from the previous plan was the required organizational charts, but other than that, nothing significantly different.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Banas.

4. Health Services Millage - Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHP)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION.

Chairperson Tennis stated that there was a substitute for the resolution which was written by Teri Morton, Budget Director, and suggested by the Finance Committee. He further stated that the Finance Committee tabled the resolution to allow the Human Services Committee to review it and amend it as needed before going back to the Finance Committee at their next meeting.

Commissioner Case Naeyaert stated that she liked the amendment proposed by the Finance Committee, but the change from the \$1 million cap to the 20% administrative cost cap concerned her.

Discussion.

Commissioner Case Naeyaert stated that even though Commissioner McGrain was in favor of the increase based on the numbers provided by IHP, she was uncomfortable with the fact that they have repeatedly asked IHP to provide those numbers to the rest of the commissioners and the numbers had not been provided. She further stated that it was concerning that the Committee was considering the 20% increase when IHP served 1000 to 1200 members. Commissioner Case Naeyaert stated that she was willing to do anything possible to make sure no one in the County

was underserved by the Health Plan, but from what she had seen, the numbers have not justified the increase.

Commissioner Nolan stated that she was comfortable with the increase from last year's 10% cap to the proposed 20% cap for this year but the 20% cap was the limit for her. She further stated that 20% was a large administrative cost and she was not comfortable opening the door to more money, and had never been supportive of that. Commissioner Nolan stated that because she was on the IHP Board, she knew that there was a deficit of \$2 million, and even the \$200,000 the Board of Commissioners would grant would not put a dent in that deficit. She further stated that IHP had a \$10 million reserve to fall back on, even though it may have decreased to \$8 million due to the deficits of the past years.

Robin Reynolds, IHP CEO, stated that the current reserve was down to about \$7 million with the 2016 deficit added.

Commissioner Nolan stated that IHP was running through \$2 million per year and she was not willing to support that deficit. She further stated that she could not justify helping IHP compensate for the deficit to her constituents.

Commissioner McGrain stated that some commissioners have seen numbers from IHP while others had not, and asked Ms. Reynolds to provide those same numbers to all commissioners.

Ms. Reynolds clarified that the numbers in question was the entire budget for IHP and she would provide those numbers to all commissioners.

Commissioner McGrain stated that he felt it was fair to allow all the commissioners to see the numbers before they made a decision. He further stated that no one knew what would happen with the Affordable Care Act. Commissioner McGrain stated that IHP spent \$700,000 last year which he believed would increase this year. He further stated that the 20% administrative cost would probably bump the total cost over \$1 million, which was all he was comfortable with. Commissioner McGrain stated that the Board of Commissioners would probably have to revisit this mid-year and increase the amount allocated for the program. He further stated that he was committed to the 20% cap and felt that possibly everyone else needed to see the numbers before committing but he would still support the 20% cap.

Commissioner Sebolt stated that based on the executive order regarding potential changes to Medicaid that President Trump signed earlier this week, which some people interpreted as a grant of hardship waivers, the Board of Commissioners would not be able to even figure out what the IHP would look like in the future.

Ms. Reynolds stated that even if President Trump gave hardship waivers, those people would not be covered by IHP.

Commissioner Sebolt reiterated that President Trump had signed an executive order, which meant that anyone granted a hardship waiver would be covered.

Ms. Reynolds stated that she agreed with Commissioner Sebolt.

Commissioner Anthony asked if there was ever a situation where money granted to the IHP up to \$1 million would be anything other than millage eligible administrative costs.

Ms. Reynolds stated that there would never be a situation like Commissioner Anthony suggested because it was a requirement that the administrative costs be millage eligible.

Commissioner Anthony stated that with regard to the third BE IT FURTHER RESOLVED, if at the end of the contract period, the total amount paid by the County was less than \$1 million, IHP may seek additional millage eligible administrative costs that may exceed the 20%. She further stated that the second BE IT FURTHER RESOLVED capped the administrative costs at 20%, so IHP may seek administrative costs in excess of 20%, thus making the third BE IT FURTHER RESOLVED clause moot.

Chairperson Tennis stated that the third BE IT FURTHER RESOLVED clause gave some wiggle room on the 20% cap and allowed the IHP to seek approval for extra funds up to \$1 million which the Board may or may not grant.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO ADOPT THE SUBSTITUTE RESOLUTION.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MCGRAIN, TO STRIKE THE FOLLOWING LANGUAGE:

~~BE IT FURTHER RESOLVED, if at the of the contract period the total amount paid by the County was less than \$1,000,000, IHP may seek approval from the County Board of Commissioners on the December invoice of additional millage eligible administrative costs that might exceed the 20% cap from the resolution.~~

Discussion.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CASE NAEYAERT, TO APPROVE THE SUBSTITUTE FOR AGENDA ITEM 4 WITH THE THIRD BE IT FURTHER RESOLVED CLAUSE STRICKEN.

Commissioner Anthony asked if this passed without the third BE IT FURTHER RESOLVED, did it limit the Board of Commissioners on their ability to revisit the resolution.

Chairperson Tennis stated that it did not.

Commissioner Nolan stated that with the waiver issue and any possible federal action, she anticipated that this Committee would raise the millage immediately to levy the amount of money needed to cover the people in the county. She further stated that she felt comfortable with striking the third BE IT FURTHER RESOLVED and supported the 20% cap. Commissioner Nolan stated that she did not want to open the door to the IHP to say that if they came in under

\$1 million, the Board of Commissioners would negotiate further payment just because they came in under \$1 million. She further stated that the proposed substitution and stricken paragraph was clean, and it could still be changed if needed.

Commissioner Case Naeyaert stated that she had concerns about the fourth BE IT FURTHER RESOLVED, where it stated that “administrative costs include but are not limited to”, because the scope of that language bothered her. She further stated that she would be fine with opening it up later if there was a need but without seeing the numbers, she could not support raising the cap to 20%.

THE SUBSTITUTE, WITH THE THIRD BE IT FURTHER RESOLVED BEING STRICKEN, WAS ADOPTED UNANIMOUSLY. Absent: Commissioner Banas.

Commissioner Nolan asked the staff why the fourth BE IT FURTHER RESOLVED was included in the resolution.

Ms. Reynolds stated that IHP did not include that paragraph in the resolution and did not want it included.

Jared Cypher, Deputy Controller, stated that he put that clause in there because the costs listed were what the Controller’s Office considered to be administrative costs but the paragraph reserved the right to make changes to administrative costs.

Commissioner Case Naeyaert asked if they included more and did not limit administrative costs to the items listed, would that allow the IHP to claim more items as administrative costs. She further stated that the IHP was opposed to the clause, and the Board of Commissioners opened up the resolution to cover more costs by putting that clause in there.

Mr. Cypher stated that was why the resolution capped the costs at 20%.

Chairperson Tennis stated that the Board of Commissioners would be the final say on any administrative costs.

Commissioner Case Naeyaert stated that the language she noted in previous meetings about an independent auditor chosen by the Board of Commissioners to audit whenever it was deemed necessary was still in effect.

Mr. Cypher agreed and stated that the current auditor’s contract was separate from the resolution and was up in February 2017.

Commissioner Case Naeyaert asked Mr. Cypher if he recommended the 20% cap.

Mr. Cypher stated that he was comfortable recommending the resolution. He further stated that the one area he did not want to defend was stricken by the Committee. Mr. Cypher stated that he was comfortable with that clause when the resolution was on the agenda but he was comfortable with the fact that it was removed as well.

Commissioner McGrain stated that he knew the commissioners would all still see the monthly reports and staff would bring it to everyone's attention if they started to run through the allocated money quickly. He further stated that he would be open to reopening the resolution if the costs did pass \$1 million.

Commissioner Nolan stated that she wanted to return to what Commissioner Sebolt had said about the hardship waiver and asked staff to follow up on the hardship waiver issue. She further stated that the way they wrote the millage language was tight, so even if the Federal government granted waivers to allow additional people to join the IHP, the millage language set \$28,000 as the cap. Commissioner Nolan stated that even if the hardship waiver allowed an income of \$28,000-\$36,000 to qualify for the IHP, the language of the millage was too tight to allow that.

Chairperson Tennis stated that the hardship waiver allowed people to choose not to buy health insurance and not be penalized. He further stated that they would be able to operate without health insurance and would not be fined, however he acknowledged that they might be millage eligible at that point.

Commissioner Nolan stated that she knew the county did not have a way to know in advance how the waiver would affect the IHP.

Commissioner Case Naeyaert asked who was responsible for monitoring this situation for the county.

Ms. Reynolds stated that she was monitoring it and the Health Management Association was a contractor for the county and they monitored it as well.

Commissioner Sebolt asked if they had any idea what a change to Medicaid would do to the county.

Ms. Reynolds stated that they did not have any idea.

Commissioner McGrain asked again for the commissioners to be provided with the numbers from IHP.

Chairperson Tennis stated for the record that the substitute resolution was adopted with the third BE IT FURTHER RESOLVED stricken, but no other changes or removals.

### Announcements

Commissioner Nolan asked the Committee to entertain a discussion about IHP as the year moved forward. She further stated that the county had not met their goals in the Health Department for people coming through the doors to get services. Commissioner Nolan stated that out of the total people served by IHP, about 40% utilized the Health Department for their health service needs. She further stated that she wanted to start a discussion about getting the other 60% to come to the clinics. Commissioner Nolan stated that because County tax dollars provided health insurance,



the County Health Department should be used by people. She further stated that the County should look at measures to assist people to get to a clinic, even if it meant providing CATA bus tokens to people to ensure they got to the Health Department.

Chairperson Tennis stated that the discussion proposed by Commissioner Nolan was a fair one, and he would certainly schedule it.

#### Public Comment

Bob Pena, Eastside Neighborhood Organization Representative, stated that his organization was concerned that there was a new requirement for health care services where people were being asked to provide proof of citizenship.

Commissioner Nolan asked who required proof of citizenship.

Mr. Pena answered that the County was requiring proof of citizenship to provide healthcare services and he felt the Board of Commissioners needed to know that.

#### Adjournment

The meeting was adjourned at 7:16 pm.

## **FEBRUARY 6, 2017 HUMAN SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

**The Deputy Controller is recommending approval of the following resolutions**

2. Health Department

a. *Resolution to Authorize Amendment #2 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution will increase the agreement for Comprehensive Local Health Services from \$5,256,609 to \$5,336,177, an increase of \$79,568. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care \$5,000 - new funding
- Breast & Cervical Cancer Control Coordination; increase of \$55,000 from \$225,000 to \$280,000
- Public Health Emergency Preparedness (PHEP); increase of \$20,473 from \$128,846 to \$149,319
- Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of \$14,095 from \$29,884 to \$43,979
- Local Maternal & Child Health Grant; increase of \$15,000 from \$224,611 to \$239,611
- Wise Choices Grant; decrease of \$30,000 from \$52,500 to \$22,500

This resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast & Cervical Cancer Control Navigation program with compensation for the position not to exceed the \$55,000 in funding provided by the agreement.

b. *Resolution Honoring Ford Lee*

This resolution honors Ford Lee for more than 25 years of dedicated service to ICHD and for his dedication and commitment to his work.

3. Controller's Office – Resolution to Amend the Clean Air Policy

This resolution amends Ingham County's Clean Air Policy to establish a 50-foot smoke-free zone around County buildings. The current policy prohibits smoking in all work areas and building entrances. Although the current policy allows for designated smoking areas, it does not prescribe a distinct and measurable smoke-free zone around building entrances.

### **OTHER ITEMS:**

1. Interviews – *Community Health Center Board*

**TO:** Board of Commissioners Finance and Human Services Committee  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** January 17, 2017  
**SUBJECT:** FY 17 State of Michigan Comprehensive Agreement Amendment #2  
For the meeting agenda of February 14, 2017

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**BACKGROUND**

The Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339 and Amendment #1 in Resolution 16-494

**ALTERNATIVES**

There are no viable alternatives for this project

**FINANCIAL IMPACT**

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,256,609 to \$5,336,177 an increase of \$79,568. The amendment makes the following specific changes in the budget:

Nutrition & Physical Activity Self-Assessment for Child Care \$5,000 - new funding  
Breast & Cervical Cancer Control Coordination; increase of \$55,000 from \$225,000 to \$280,000  
Public Health Emergency Preparedness (PHEP); increase of \$20,473 from \$128,846 to \$149,319  
Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of \$14,095 from \$29,884 to \$43,979  
Local Maternal & Child Health Grant; increase of \$15,000 from \$224,611 to \$239,611  
Wise Choices Grant: decrease of \$30,000 from \$52,500 to \$22,500

This resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast & Cervical Cancer Control Navigation program with compensation for the position not to exceed the \$55,000 in funding provided by the agreement.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 2 with Michigan Department of Health & Human Services (MDHSS).

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

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

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County Health Department (ICHHD) have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution # 16-494; and

WHEREAS, the MDHHS has proposed amendment #2 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,256,609 to \$5,336,177, an increase of \$79,568.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

- Nutrition & Physical Activity Self-Assessment for Child Care \$5,000 - new funding.
- Breast & Cervical Cancer Control Coordination; increase of \$55,000 from \$225,000 to \$280,000
- Public Health Emergency Preparedness (PHEP); increase of \$20,473 from \$128,846 to \$149,319
- Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of \$14,095 from \$29,884 to \$43,979
- Local Maternal & Child Health Grant; increase of \$15,000 from \$224,611 to \$239,611
- Wise Choices Grant; decrease of \$30,000 from \$52,500 to \$22,500.

BE IT FURTHER RESOLVED, the resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast & Cervical Cancer Control Navigation program with compensation for the position not to exceed the \$55,000 in funding provided by the agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #2 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING FORD LEE**

WHEREAS, after more than 25 years of dedicated service to Ingham County Health Department (ICHD) Ford Lee will retire on February 24, 2017; and

WHEREAS, Ford started his career in 1991 with ICHD at the Willow Teen Plaza as an Account Clerk; and

WHEREAS, as an Account Clerk, Ford was responsible for greeting and checking patients in for services at Willow including the Jean Granger Prenatal Clinic; and

WHEREAS, Ford was reclassified to a Billing and Reporting Clerk in October of 1992 while still working at Willow Plaza; and

WHEREAS, Ford accepted a position as a Billing and Reporting Clerk in the Billing and Reporting Department in June 1999 where he took on a variety of tasks including primary responsibilities for Medicare, dental, prenatal, and Maternal Infant Health Plan billing; and

WHEREAS, Ford has been instrumental in tracking prenatal caseloads to make sure that all billings were complete, ensuring that all Maternal Infant Health Plan billing and documentation followed program requirements, and has tracked prenatal and delivery outcomes necessary for year-end reports; and

WHEREAS, Ford has taken on numerous special projects over the years, acted as departmental computer technician, repair man, master of creating and maintaining forms, documents, and spreadsheets; and

WHEREAS, Ford's positive interaction with patients and staff demonstrated his diverse knowledge of many topics and subjects which allowed him to not only perform his duties accurately and timely but also contributed to assisting many co-workers and colleagues achieve the same; and

WHEREAS, Ford's initiative, exceptional organizational skills and attention to detail enabled him to achieve a level of accuracy and excellence that is to be commended; and

WHEREAS, Ford's positive support of his team members will be missed by his colleagues.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Ford Lee for more than 25 years of dedicated service to ICHD and for his dedication and commitment to his work.

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

## Agenda Item 3

**TO:** Board of Commissioners Human Services Committee and County Services Committee

**FROM:** Timothy J. Dolehanty, Controller/Administrator

**DATE:** January 24, 2017

**SUBJECT:** Resolution to Amend the Clean Air Policy

For the meeting agendas of February 6 and February 7

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### **BACKGROUND**

A Clean Air Policy was approved by the Board of Commissioners in 1986 (Resolution 86-144) in compliance with provisions of the Dr. Ron Davis Law, also known as the Michigan Clean Indoor Air Act (MCL 333.12603). The adopted policy prohibits smoking in all work areas and building entrances. Although the policy allows for designated smoking areas, it does not prescribe a distinct and measurable smoke-free zone around building entrances. The proposed amendment would establish a 50-foot smoke-free zone around County buildings.

### **ALTERNATIVES**

The smoke-free zone could be established at any distance, up to and including a 100% smoke-free campus such as the policy recently implemented by Michigan State University.

### **FINANCIAL IMPACT**

The Clean Air Policy already provides for signage and assigns responsibility for cost allocation to the Controller. Otherwise, establishment of a definitive smoke-free radius will not result in a financial impact.

### **OTHER CONSIDERATIONS**

The Health Officer encourages a smoke-free work environment, but also recognizes that some long-time smokers might need assistance to curtail their addiction. Information about smoking cessation programs and the benefits of a healthier lifestyle will be made available to employees. Information about assistance available through the County's health insurance provider will also be disseminated.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to submit to amend the Clean Air Policy to declare all areas within 50 feet of a County-owned facility as smoke-free.

Approved: June 24, 1986  
Resolution No. 86-144

- A. Smoking Prohibited. Smoking is prohibited in all County occupied work areas and public spaces including conference rooms, reception areas, hallways, work stations, private offices, vehicles and the County jail. Except as set forth herein, there shall be no designated smoking areas in any County occupied premises. *Smoking shall not be permitted within 50 feet of all County buildings.*

**History:** 1986, Resolution 86-144, Effective October 24, 1986; -- Amended 1986, Resolution 86-264, Effective January 1, 1987; -- Amended 1990, Resolution 90-241, Effective January 18, 1991

- B. Exceptions. This policy does not preclude smoking by residents within Carriage Lane Apartments and smoking by residents within the Medical Care Facility, to the extent permitted by law.

**History:** 1990, Resolution 90-241, Effective January 18, 1991

- C. Implementation. It is intended that this policy shall be carried out in a cooperative manner; however, if there are any disputes arising from it, they shall be brought first to the Human Services Committee and second to the County Services Committee for resolution. The Board of Commissioners adopts this policy to provide clean air to all its employees.

**History:** 1986, Resolution 86-144, Effective October 24, 1986; -- Amended 1986, Resolution 86-264, Effective January 1, 1987; -- Amended 1990, Resolution 90-241, Effective January 18, 1991; -- Amended 2002, Resolution 02-286, Effective January 1, 2003

- D. Building Entrances. Smoking is banned in public entrances and main employee entrances of all County-owned and occupied buildings.

1. Designated smoking entrances or areas shall be determined on a building-by-building basis.
2. Ashtrays shall be moved to appropriate locations, and appropriate signs to alert visitors and employees to this policy shall be designed, bought and displayed.
3. Any cost incurred for signs, if not available in the building maintenance budget, are to be taken from contingency, and the Controller has the authority to amend the appropriate budgets.

**History:** 1996, Resolution 96-94, Effective August 14, 1996



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE CLEAN AIR POLICY**

WHEREAS, pursuant provisions of the Dr. Ron Davis Law, also known as the Michigan Clean Indoor Air Act (MCL 333.12603), the Board of Commissioners established a Clean Air Policy through adoption of Resolution 86-144; and

WHEREAS, the Policy does not prescribe a distinct and measurable smoke-free zone around building entrances; and

WHEREAS, an established and measurable smoke-free zone will aid enforcement of the Clean Air Policy.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby amends the Clean Air Policy to prohibit smoking within 50 feet of all County buildings.

BE IT FURTHER RESOLVED, that employees shall be made aware of smoking cessation programs available through the Health Department and other organizations. Information about assistance available through the County's health insurance provider shall also be disseminated.

BE IT FURTHER RESOLVED, that all other provisions of the Clean Air Policy shall remain in effect.