

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, AUGUST 17, 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 [July 20, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Health Department
 - a. Presentation of New Health Department [Logo](#) – Linda Vail
 - b. Resolution to [Amend Resolution #15-178](#) to Include Annual Kiosk Maintenance Costs
 - c. Resolution to Authorize a 2015-2016 [AmeriCorps Grant](#)
 - d. Resolution to [Amend the Lease Agreement](#) of the Facility at 5656 South Cedar Street
 - e. Resolution to Authorize the Purchase of [Dental Equipment](#) for Forest Community Health Center
 - f. Resolution to Authorize an Agreement with Capital Area Community Services to Serve [Early Head Start](#) Children through the Family Outreach Services Program
 - g. Resolution to [Amend Resolution #14-413](#) to Establish a Temporary Program Specialist Position, Authorize a Subcontract with the City of Lansing, and Adjust the Amounts Authorized for Contractual Services with MPHI and LHC
 - h. Resolution to Enter into a Service Agreement with [Language Line Solutions](#)
 - i. Resolution to Accept [Ryan White Title IV](#) Women, Infants, Children, and Youth (Part D) Funding Award for 2016 -2017
 - j. Discussion on Proposed Changes to Ingham County's [Tobacco Regulations](#)
2. Controller's Office - Resolution Authorizing the [Fifth Amendment](#) to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

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

July 20, 2015

Draft – Minutes

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

Members Absent: Maiville

Others Present: Tim Dolehanty, Linda Vail, Jared Cypher, David Stoker, Robert Sheehan, Bruce Bragg, George Brookover, Curt Smith, Robin Stites 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 June 15, 2015 Minutes

Chairperson Tennis asked if committee members had a chance to review the minutes from June 15, 2015 and if there were any amendments to the minutes.

Chairperson Tennis stated the June 15, 2015 minutes were adopted without objection. Absent: Commissioner Maiville.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Tri-County Office on Aging - Resolution Approving Tri-County Office on Aging’s Annual Implementation Plan for Fiscal Year 2016
3. Health Department
 - a. Resolution to Authorize a 2015-2016 Agreement with the City of Lansing
 - b. Resolution to Authorize Amendment #3 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health
 - c. Resolution to Appoint Dr. Stephanie Dean as a Deputy Medical Examiner for Ingham County
 - d. Resolution to Accept Three Months of Health Center Program Extension Funding from the U.S. Department of Health and Human Services Health Resources and Services Administration

- e. Resolution to Renew the Lease Agreement with Sparrow Health Systems at 901 East Mount Hope - Well Child Health Center
 - f. Resolution to Authorize Updates to the Access to Care Project Coordinator Job Description and Changing the Job Title to Health Equity and Social Justice Coordinator
 - g. Resolution Honoring Barbara Folland
4. Controller's Office
- a. Resolution Authorizing Adjustments to the 2015 Ingham County Budget
5. Board of Commissioners - Resolution Recognizing September, 2015 as Childhood Cancer Awareness Month in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Maiville.

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

1. Community Mental Health - Discussion Regarding Expanded Health Services Millage Proposals

Robert Sheehan, Executive Director of Community Mental Health (CMH), presented the proposal for expansion of Health Services Millage funding.

Commissioner McGrain asked what was achieved in the last few months with the money already allocated to CMH from the County.

Mr. Sheehan stated that the CMH budget deficit had decreased. He further stated there was a large increase of enrollment in the Healthy Michigan Plan and potential cuts in services were avoided.

Chairperson Tennis asked what determined a severely mentally ill person.

Mr. Sheehan stated it was not a specific diagnosis, but instead determined by the patient's level of functioning. He further stated that to be considered severely mentally ill, the individual must face an imminent risk of hospitalization in the next 30 days.

There was a discussion about the effects of the ability to only serve the severely mentally ill.

Commissioner McGrain asked if the budget for next year appeared better or worse.

Mr. Sheehan stated that CMH would have less than one percent in their fund balance, but the budget would be balanced.

Commissioner McGrain asked if next year's budget included funding from Ingham County.

Mr. Sheehan stated it included the first two contracts, but not the proposed one. He further stated there was a chance the State of Michigan could help with one-time change in equity payments.

Commissioner McGrain asked about the status of Clinton and Eaton Counties.

Mr. Sheehan indicated that they did not have the resources for funding.

Mr. Sheehan thanked the County for all it has done for CMH.

4. Controller's Office

b. Discussion Regarding Proposed Health Service Millage Contract Options

Jared Cypher, Deputy Controller, stated that the packet contained two draft contracts for review, one with the Ingham Health Plan (IHP) and the other with a clinical service direct provider.

Chairperson Tennis provided an outline of the options before the committee regarding the Health Millage proposals.

Commissioner Nolan requested the Controller's Office provide an overview of the proposed contracts.

Mr. Cypher reviewed the major components of the two proposed contracts. He stated the contracts were still open-ended at this point.

Commissioner Banas asked if quarterly payments were standard.

Mr. Cypher stated this was consistent with other County contracts.

Commissioner Banas asked if drug rehabilitation services were a standard coverage.

Mr. Cypher stated that would be referred to the County Attorney to determine eligibility for millage dollars.

Commissioner Banas asked who would monitor the direct service providers.

Mr. Cypher stated that would need to be determined. He further stated that the overview of CMH was handled by the Controller's Office.

Commissioner Nolan stated that she wanted an auditor position identified to ensure the individuals being seen are eligible for millage dollars. She asked if the Health Department had a similar position in place.

Linda Vail, Health Officer, stated the Health Department had a registration and enrollment function that determined individual's eligibility and where to place the individual.

Commissioner Nolan asked if this audit function could fall under the Health Department.

Ms. Vail stated that it was ultimately the specific plans that determine if the individual qualifies and their continued eligibility.

Commissioner Naeyaert stated that she supported an audit function as well. She further stated that this audit should review all aspects of how the provider operates.

Commissioner Anthony asked who verified the millage eligibility of CMH participants.

Mr. Cypher stated that was determined by CMH.

Commissioner Naeyaert stated that if millage dollars were used then there should be an audit by the County.

Chairperson Tennis stated it made sense to put an auditor in place to ensure millage dollars are used correctly.

Commissioner Nolan stated she was prepared to vote on services that should be millage eligible.

Commissioner Banas asked the Controller's office how case and disease management could be provided and who would provide that outreach.

There was a discussion about the plans and providers that offer case management and outreach.

Commissioner Anthony asked if the proposed contracts would require a financial audit.

Mr. Cypher indicated this could be part of the contract. He stated that the contracts were very general at this point.

Commissioner McGrain stated that a standard audit would not determine the eligibility of individuals.

Commissioner Anthony stated that she wanted a financial audit in addition to an eligibility audit.

Commissioner Naeyaert stated she wanted a contract to include both types of audits.

Commissioner Banas asked if there was a way to determine if direct service providers capacity was meeting demand. She stated that there should be a way to ensure the millage money was being well spent.

Discussion.

Chairperson Tennis asked the Controller's Office if the contracts could be ready for the next committee meeting.

Mr. Cypher asked if the Controller's Office should prepare the contracts with both IHP and the direct service providers.

Commissioner Naeyaert stated she thought a decision on a contract was happening tonight.

Commissioner Anthony asked for a review of all proposals for millage dollars.

Mr. Cypher reviewed the millage dollars already allocated and the list of requests for millage dollars.

Commissioner Naeyaert asked if all requests had been reviewed and approved by the County Attorney.

Mr. Cypher indicated they had been.

Discussion.

Commissioner McGrain asked why we are not using a direct service provider, as opposed to going through an intermediary.

Chairperson Tennis detailed the options before the committee to consider when moving forward.

Commissioner Nolan indicated she was prepared to make a decision tonight.

Commissioner Nolan stated her goal was a program through the Health Department that also included contracts with direct service providers. She further stated that direct service providers could be Federally Qualified Health Center (FQHC) look-alikes and be part of the FQHC system.

Discussion.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. NOLAN, TO ELIMINATE FROM CONSIDERATION THE PROPOSED HEALTH SERVICE MILLAGE CONTRACT WITH THE INGHAM HEALTH PLAN CORPORATION.

Commissioner Anthony stated that she did not want to exclude all but one service provider of which the County had a long-standing relationship.

Discussion.

Chairperson Tennis asked if passage of the motion would prohibit contracting with IHP.

Mr. Cypher indicated that it would.

Discussion.

Chairperson Tennis asked if any direct service provider could be reimbursed.

Mr. Cypher stated that the contract would have defined scope of services and only reimburse for those services. He further stated the Board of Commissioners would determine these services.

Discussion.

David Stoker, County Attorney, stated that a contract was normally put in place with a service provider, but if millage dollars were allocated to a County department their expectations would be defined by a resolution.

Discussion.

Chairperson Tennis stated the next determination was the scope of services covered in the contract.

THE MOTION CARRIED. Yeas: Banas, McGrain, Naeyaert, and Nolan **Nays:** Anthony and Tennis **Absent:** Maiville.

There was a discussion about CMH.

Commissioner McGrain asked that at the next meeting projections regarding the millage be provided to the committee.

Chairperson Tennis indicated this was to be included on the next committee agenda.

Commissioner Naeyaert asked if the Controller's Office or Health Department would provide a list of things to consider regarding the proposed contract.

Mr. Cypher stated this would be provided at the next committee meeting, if possible.

6. Board Referrals

- a. Letter from the State of Michigan Department of Treasury Regarding the Tri-County Convention Facilities Tax/4% State-Wide Liquor Tax

Chairperson Tennis placed the letter on file.

- b. Letter from the Tri-County Office on Aging Regarding its Fiscal Year 2016 Annual Implementation Plan

Chairperson Tennis placed the letter on file.

Announcements

Mr. Cypher announced that the Community Agency applications are available online and the application deadline is July 31.

Commissioner Nolan announced that the Ingham Academy graduation was July 22 at 2:00 p.m. She encouraged any committee members that were available to attend.

Public Comment

Ms. Vail stated that the Health Department should not decide that providers become FQHC and FQHC lookalikes. She further stated that providers are responsible for conducting and maintaining eligibility determination.

Adjournment

The meeting was adjourned at 7:40 p.m.

**AUGUST 17, 2015 HUMAN SERVICES AGENDA
STAFF REVIEW SUMMARY**

ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions

1. Health Department

b. Resolution to Amend Resolution #15-178 to Include Annual Kiosk Maintenance Costs

This resolution amends Resolution #15-178 to include annual maintenance costs of \$4,776 for the first three years, \$5,040 for the fourth year, and \$5,280 for the fifth year of the software service agreement with OTech for the kiosks. Ongoing maintenance service is essential for the kiosk functionality and operation. The first year's maintenance costs will be charged to the Quality Improvement Incentive funding award from the U. S. Department of Health and Human Services Health Resources and Services Administration as part of the Health Center Program. Future years' maintenance costs will be included in the Adult Health budget.

c. Resolution to Authorize a 2015-2016 AmeriCorps Grant

This resolution authorizes an AmeriCorps Program grant of \$164,762 for the 2015-2016 fiscal year. Of this \$164,762 the Michigan Community Service Commission will withhold \$1,715 as an administrative fee. The net grant to Ingham County will be \$163,047. This is the first program year of a new 3-year funding cycle, with competitive funding for the 2015-2016 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

The grant amount offered by MDHHS includes \$67,579 (salary and fringe) for the full-time coordinator, plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

	Amount	Percent
Grant	164,762	58%
Match	117,989	42%*
Total	282,751	

*Grant guidelines direct applicants to hold the MDHHS share at less than \$13,300 per member. Our match put the MDHHS share of our application at \$13,025 per member.

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$107,500
- 2) existing salary and fringe used as match of \$3,628
- 3) indirect costs used as match of \$6,861

d. Resolution to Amend the Lease Agreement of the Facility at 5656 South Cedar Street

This resolution would authorize an amendment to the lease agreement between ICHD and Cedar IV, LLC for space at the Cedar Pointe facility. Cedar Pointe operations are anticipated to move to the Human Service Building, located at 5303 South Cedar Street in 2016. This anticipated move is beyond the current lease end date of October 31st, 2015. Therefore, ICHD is seeking to extend the current least for one additional year to continue operations until the move can occur. The terms would be from November 1, 2015 through October 31, 2016, at a 3% increase, a percentage consistent with prior annual increases. The cost will be \$13.50 per square foot for 9,396 square feet for a total of \$10,573.08 per month in rent. The terms will include a 90-day out clause.

e. *Resolution to Authorize the Purchase of Dental Equipment for Forest Community Health Center*

This resolution authorizes the purchase of dental equipment for the Ingham County Health Department's (ICHD) Forest Community Health Center through _____. _____ submitted the lowest and most responsive bid to the Purchasing Department's request for dental equipment supply and installation. The purchase through _____ will be for an amount not to exceed \$_____, including installation costs. The funds for the dental equipment will be available through the Community Health Center fund. A substitute will be brought to the meeting with all blanks filled in with the correct information.

f. *Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program*

This resolution authorizes an agreement with Capital Area Community Services (CACCS) to continue home visiting outreach services to the Early Head Start population through the Ingham County Health Department's (ICHD) Family Outreach Services Program. CACCS is providing \$124,000.00 to support these services, which are provided by three existing staff persons at ICHD. The term of the proposed agreement is August 1, 2015 to July 31, 2016. The agreement requires ICHD to provide in-kind support valued at \$31,000.00 in the form of supervisor salary and benefits, indirect costs, and facilities.

g. *Resolution to Amend Resolution #14-413 to Establish a Temporary Program Specialist Position, Authorize a Subcontract with the City of Lansing, and Adjust the Amounts Authorized for Contractual Services with MPHI and LHC*

This amendment establishes a temporary .5 FTE Program Specialist position. This position would develop and execute a targeted outreach plan to increase consumer participation in the Infant Mortality Coalition. The amendment would also establish a subcontract with the City of Lansing's Parks and Recreation Department in an amount not to exceed \$3,000 for the period of June 1, 2015 through May 31, 2016 to provide age-appropriate activities for children accompanying their parent(s) to health education workshops. Additionally, the amendment would increase the amount authorized for the annual evaluation subcontract with the Michigan Public Health Institute (MPHI) from \$60,000 to \$70,000. This increase reflects MPHI's cost for a 12 month evaluation period; the original amount only reflected MPHI's cost for a partial year evaluation period. This adjusted amount would be in effect from June 1, 2015 through May 31, 2019. Finally, the resolution would amend the contract with Lansing Housing Commission (LHC), decreasing the contracted amount from \$10,000 to \$5,000. Currently LHC provides meeting space and support; LHC also pays \$200 monthly stipends to Healthy Start Peer Advisors living in LHC's housing units. ICHD is proposing to continue to contract with LHC at the reduced amount of \$5,000 for meeting space and support. ICHD will pay the monthly \$200 stipends directly to the Peer Advisors. These amended terms would be in effect from June 1, 2015 through May 31, 2019.

h. *Resolution to Enter into a Service Agreement with Language Line Solutions*

This resolution authorizes entering into an updated services agreement with Language Line Solutions for over-the-phone interpreting services, for a two-year initial term with the agreement to renew automatically on an annual basis thereafter.

i. *Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2016 -2017*

The Ingham County Health Department (ICHD) submitted a competitive continuation proposal for two years of Ryan White Title IV (Part D) funding to support HIV primary care services for women, infants, children, and youth living with HIV in the Ingham County Service area. ICHD has received the award from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) for its proposed program. This resolution accepts the first year of funding, in the amount of \$474,120 for the term of August 1, 2015 through July 31, 2016. The attached resolution also authorizes the County to renew its

Infectious Disease Provider Services Agreement with Michigan State University College of Osteopathic Medicine, the Infectious Disease Dental Services Agreement with Dr. Lauren Hall-Tate, and Mutual Collaboration Agreement with Lansing Area AIDS Network (LAAN) to support the awarded program for the grant term of August 1, 2015 through July 31, 2017.

2. *Controller's Office - Resolution Authorizing the Fifth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015*

This resolution authorizes the fifth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2015 through December 31, 2015. For the period October 1, 2015 through December 31, 2015 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$_____ will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$_____ of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$113,530 (previously authorized by Resolution #14-366) will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2015 Fiscal Year. Typically the scope of services is for the period of one year; however this is for only three months due to the ending of the main agreement on December 31, 2015. The Board of Commissioners will be asked to approve a new 5-year agreement in the near future, and a 9 month scope of services should be approved along with it to get back to the cycle of October – September annual amendments. A substitute will be brought to the meeting with all blanks filled in with the correct information.

OTHER ITEMS:

1. *Health Department*

a. *Presentation of New Health Department Logo – Linda Vail*

j. *Discussion on Proposed Changes to Ingham County's Tobacco Regulations*



MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30th, 2015

RE: Authorization to Amend Resolution #15-178 to Include Annual Kiosk Maintenance Costs

Through Resolution #15-178, the Ingham County Board of Commissioners authorized the Ingham County Health Department (ICHHD) to purchase two patient self-serve kiosks through OTech, Inc. for a total of \$14,000, including hardware, software, set-up, and training. The purchase will be paid through the \$15,600 FY 2015 CIP funds allocated for the purchase of patient kiosks.

ICHHD is requesting to amend Resolution #15-178 to include annual maintenance costs of \$4,776.00 for the first three years, \$5,040 for the fourth year, and \$5,280 for the fifth year of the software service agreement with OTech for the kiosks. Ongoing maintenance service is essential for the kiosk functionality and operation.

The first year's maintenance costs will be charged to the Quality Improvement Incentive funding award from the U. S. Department of Health and Human Services Health Resources and Services Administration as part of the Health Center Program. Future years' maintenance costs will be included in the Adult Health budget.

I am recommending that the Board of Commissioners approve the attached resolution to amend Resolution #15-178.

c: Eric Thelen w/attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #15-178 TO INCLUDE
ANNUAL KIOSK MAINTENANCE COSTS**

WHEREAS, through Resolution #15-178 the Ingham County Board of Commissioners authorized the Ingham County Health Department (ICHHD) for the purchase of two patient self-serve kiosks through OTech, Inc. for a total of \$14,000, including hardware, software, set up, and training; and

WHEREAS, the purchase of these kiosks would be paid through the \$15,600 FY 2015 CIP funds allocated for the purchase of patient kiosks; and

WHEREAS, ICHHD is requesting to amend Resolution #15-178 to include annual maintenance costs of \$4,776.00 for the first three years, \$5,040 for the fourth year, and \$5,280 for the fifth year of the software service agreement with OTech for the kiosks; and

WHEREAS, ongoing maintenance service is essential for the kiosk functionality and operation; and

WHEREAS, the first year's maintenance costs will be charged to the Quality Improvement Incentive funding award from the U. S. Department of Health and Human Services Health Resources and Services Administration as part of the Health Center Program; and

WHEREAS, future years' maintenance costs will be included in the Adult Health budget; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the amending of Resolution #15-178 to include annual maintenance costs; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve the amendment to Resolution #15-178.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the amending of Resolution #15-178 to include annual maintenance costs for two patient self-serve kiosks through the software service agreement with OTech, Inc.

BE IT FURTHER RESOLVED, that the annual maintenance costs be paid to Otech, Inc. in the amount of of \$4,776.00 for the first three years, \$5,040 for the fourth year, and \$5,280 for the fifth year of the software service agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda Vail, MPA, Health Officer

DATE: July 31, 2015

RE: Resolution to Authorize a 2015-2016 AmeriCorps Grant

Following a successful 2014-2015 grant year, the Michigan Department of Health and Human Services has granted the Ingham County Health Department, on behalf of the Power of We Consortium, a new AmeriCorps Program grant of \$164,762 for the 2015-2016 fiscal year. Of this \$164,762 the Michigan Community Service Commission will withhold \$1,715 as an administrative fee. The net grant to Ingham County will be \$163,047. This is the first program year of a new 3-year funding cycle, with competitive funding for the 2015-2016 program year. A total of 12.65 FTE AmeriCorps members will be placed in host sites selected through an RFP process.

The grant amount offered by MDHHS includes \$67,579 (salary and fringe) for the full-time coordinator, plus staff training/travel; and partial AmeriCorps member support.

The grant requires a match.

	Amount	Percent
Grant	164,762	58%
Match	117,989	42%*
Total	282,751	

*Grant guidelines direct applicants to hold the MDHHS share at less than \$13,300 per member. Our match put the MDHHS share of our application at \$13,025 per member.

The match is drawn from:

- 1) cash contributions from the external host sites totaling \$107,500;
- 2) existing salary and fringe used as match of \$3,628; and
- 3) indirect costs used as match of \$6,861.

I recommend that the Board of Commissioners adopt the attached resolution to accept this grant from the Michigan Department of Health and Human Services for the first year of this AmeriCorps Program.

Attachment

- c: Joel Murr w/attachment
Eric Thelen w/attachment
Karika Phillips w/attachment
Andrea Villanueva w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2015-2016 AMERICORPS GRANT

WHEREAS, the Power of We Consortium will soon complete a successful third-year grant-funded AmeriCorps State Program, funded by the Michigan Department of Health and Human Services, on behalf of the Michigan Community Service Commission (MCSC) as part of a 3 year funding cycle, and authorized by Resolution #13-014; and

WHEREAS, on June 25, 2015, the MCSC approved funding for the Ingham County Health Department, on behalf of the Consortium, in the amount of \$164,763 for the time period of October 1, 2015 through September 30, 2016. Of this \$164,763, the Michigan Community Service Commission will withhold \$1,715 as an administrative fee. The net grant to Ingham County will be \$163,047; and

WHEREAS, a non-federal 42% local match of cash and/or in-kind contributions is required; and

WHEREAS, as a condition of this grant, the Health Department must, at a minimum, enter into agreements with each AmeriCorps host site and with each AmeriCorps member; and

WHEREAS, under this grant, AmeriCorps members will increase consumption of healthy foods and reduce food insecurity through gardening and food distribution, teach community members the importance of eating healthy foods and strategies to adopt healthy diets, and promote safe, affordable exercise options; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts an AmeriCorps grant of \$164,762 with Michigan Community Service Commission withholding \$1,715 as an administrative fee for a net grant to Ingham County of \$163,047, and authorizes a grant agreement with the Michigan Department of Health and Human Services for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that a non-federal match of \$117,989 is authorized, drawn from cash contributions from the external host sites totaling \$107,500; existing salary and fringe used as match of \$3,628; and indirect costs used as match of \$6,861.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any grant award documents, and any host site and member agreements, after review by the county attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30th, 2015

RE: Resolution to Amend the Lease Agreement for the Facility at 5656 South Cedar Street

The Ingham County Health Department (ICHHD) currently leases 9,396 square feet of the Cedar Pointe facility located at 5656 South Cedar Street in Lansing to house some of the administrative functions of the Health Department, including Ingham Community Health Center Administration. This resolution would authorize an amendment to the lease agreement between ICHHD and Cedar IV, LLC for space at the Cedar Pointe facility.

Cedar Pointe operations are anticipated to move to the Human Service Building, located at 5303 South Cedar Street in 2016. This anticipated move is beyond the current lease end date of October 31st, 2015. Therefore, ICHHD is seeking to extend the current lease for one additional year to continue operations until the move can occur. The terms would be from November 1, 2015 through October 31, 2016, at a 3% increase, a percentage consistent with prior annual increases. The cost will be \$13.50 per square foot for 9,396 square feet for a total of \$10,573.08 per month in rent. The terms will include a 90-day out clause.

I recommend that the Ingham County Board of Commissioners authorize this amendment to the lease agreement between ICHHD and Cedar IV, LLC for the Cedar Pointe Facility located at 5656 South Cedar Street in Lansing.

c: Eric Thelen w/attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE LEASE AGREEMENT
OF THE FACILITY AT 5656 SOUTH CEDAR STREET**

WHEREAS, the Ingham County Health Department (ICHD) currently leases 9,396 sq. ft. of the facility located at 5656 South Cedar Street in Lansing from Cedar IV, LLC; and

WHEREAS, the facility located at 5656 South Cedar Street in Lansing, known as Cedar Pointe, houses some administrative functions of the Health Department, including Ingham Community Health Center Administration; and

WHEREAS, an amendment to the lease agreement between ICHD and Cedar IV, LLC is necessary to extend the term of the current lease agreement from November 1, 2015 through October 31, 2016; and

WHEREAS, the terms for the amended agreement shall be from November 1, 2015 through October 31, 2016, with a 90-day out-clause; and

WHEREAS, the rent shall be at a 3% increase, a percentage consistent with prior annual increases, for a monthly rent of \$10,573.08, which is \$13.50/square foot for 9,396 square feet for twelve months; and

WHEREAS, all other terms of the lease agreement shall remain the same; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to amend the lease agreement between Ingham County and Cedar IV, LLC for the facility located at 5656 South Cedar Street in Lansing; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners approve the lease agreement amendment.

THEREFORE BE IT RESOLVED, that the lease agreement between ICHD and Cedar IV, LLC for 9,396 square feet of the facility located at 5656 South Cedar Street in Lansing (Cedar Pointe) shall be extended effective November 1, 2015 through October 31, 2016.

BE IT FURTHER RESOLVED, that the rent amount for the extended term shall be at a 3% increase, a percentage consistent with prior annual increases, for a monthly rent of \$10,573.08, which is \$13.50/square foot for 9,396 square feet for twelve months.

BE IT FURTHER RESOLVED, that the agreement will have a 90-day out clause.

BE IT FURTHER RESOLVED, that all other terms of the lease agreement shall remain unchanged.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30, 2015

SUBJECT: Resolution to Authorize The Purchase of Dental Equipment for Forest
Community Health Center

Attached is a resolution to authorize the purchase of dental equipment for the Ingham County Health Department's (ICHD) Forest Community Health Center through _____. _____ submitted the lowest and most responsive bid to the Purchasing Department's request for dental equipment supply and installation. The purchase through _____ will be for an amount not to exceed \$_____, including installation costs.

The funds for the dental equipment will be available through the Community Health Center fund.

I recommend that the Ingham County Board of Commissioners authorize the purchase of dental equipment through _____ for an amount not to exceed \$_____ including installation.

c: Eric Thelen w/ attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF DENTAL EQUIPMENT
FOR FOREST COMMUNITY HEALTH CENTER**

WHEREAS, the Ingham County Health Department (ICHHD) is in need of dental equipment to furnish Forest Community Health Center and accommodate the growing demand for dental services among Ingham County residents; and

WHEREAS, the Purchasing Department solicited bids for dental equipment and _____, a dental equipment supply and installation company, submitted the lowest responsive and responsible bid of \$_____ and is recommended by the Purchasing and Facilities Departments; and

WHEREAS, the dental equipment will be purchased for a total not to exceed \$_____, which includes installation; and

WHEREAS, the funds for this project are available within the Community Health Center fund; and

WHEREAS, equipment shall be purchased once approval is obtained and Forest Community Health Center renovations allow.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes issuing a purchase order to _____, at _____ to furnish dental equipment at Forest Community Health Center for a total not to exceed cost of \$_____, which includes installation costs.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 10, 2015

SUBJECT: Resolution in Support of Capital Area Community Services/Early Head Start Grant

This is a recommendation to authorize an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Ingham County Health Department's (ICHD) Family Outreach Services Program.

CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception.

CACS is providing \$124,000.00 to support these services, which are provided by three existing staff persons at ICHD. The term of the proposed agreement is August 1, 2015 to July 31, 2016.

The agreement requires ICHD to provide in-kind support valued at \$31,000.00 in the form of supervisor salary and benefits, indirect costs, and facilities. Previous experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

c: Debbie Edokpolo w/attachment
Regina Traylor w/attachment
Eric Thelen w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH SERVICES PROGRAM

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002, CACS has contracted with Ingham County Health Department (ICHD) to incorporate a home visiting outreach component to the programming through Family Outreach Services (FOS); and

WHEREAS, CACS has proposed to continue the services for the period of August 1, 2015 to July 31, 2016; and

WHEREAS, ICHD has proposed to continue such programming as part of its Family Outreach Services; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2016 Budget and has recommended that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2015 to July 31, 2016.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide ICHD with up to \$124,000.00 to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that ICHD is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$31,000.00 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: August 10, 2015

SUBJECT: Resolution to Amend Resolution #14-413 to Establish a Temporary Program Specialist Position, Authorize a Subcontract with the City of Lansing, and Adjust the Amounts Authorized for Contractual Services with MPHI and LHC

Resolution #14-413 authorized a Healthy Start Project grant agreement with the U.S. Department of Health and Human Services (HHS)'s Division of Health Resources and Services Administration (HRSA) for the period of September 1, 2014 through May 31, 2019 in the amount of \$3,532,933. The Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan through direct services, perinatal system coordination, and community mobilization.

The Ingham County Health Department (ICHD) is proposing an amendment to Resolution #14-413. The amendment would establish a temporary .5 FTE Program Specialist position. This position would develop and execute a targeted outreach plan to increase consumer participation in the Infant Mortality Coalition.

The amendment would also establish a subcontract with the City of Lansing's Parks and Recreation Department in an amount not to exceed \$3,000 for the period of June 1, 2015 through May 31, 2016 to provide age-appropriate activities for children accompanying their parent(s) to health education workshops.

Additionally, the amendment would increase the amount authorized for the annual evaluation subcontract with the Michigan Public Health Institute (MPHI) from \$60,000 to \$70,000. This increase reflects MPHI's cost for a 12 month evaluation period; the original amount only reflected MPHI's cost for a partial year evaluation period. This adjusted amount would be in effect from June 1, 2015 through May 31, 2019.

Finally, the resolution would amend the contract with Lansing Housing Commission (LHC), decreasing the contracted amount from \$10,000 to \$5,000. Currently LHC provides meeting space and support; LHC also pays \$200 monthly stipends to Healthy Start Peer Advisors living in LHC's housing units. ICHD is proposing to continue to contract with LHC at the reduced amount of \$5,000 for meeting space and support. ICHD will pay the monthly \$200 stipends directly to the Peer Advisors. This amended terms would be in effect from June 1, 2015 through May 31, 2019.

I recommend that the Board of Commissioners adopt the resolution authorizing the amendment to Resolution #14-413.

c: Eric Thelen w/attachment
Regina Traylor w/attachment
Debbie Edokpolo w/attachment

Introduced by the Human Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #14-413 TO ESTABLISH A TEMPORARY PROGRAM SPECIALIST POSITION, AUTHORIZE A SUBCONTRACT WITH THE CITY OF LANSING, AND ADJUST THE AMOUNTS AUTHORIZED FOR CONTRACTUAL SERVICES WITH MPHI AND LHC

WHEREAS, the Ingham County Health Department (ICHD) was awarded funding by the United States Department of HHS, Division of HRSA to continue and expand its Healthy Start Program for the period of September 1, 2014 through May 31, 2019 in the amount of \$3,532,933; and

WHEREAS, Resolution #14-413 previously authorized a grant agreement from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project; and

WHEREAS, a Program Specialist position is a required position under the Healthy Start Grant, responsible for developing and executing a targeted outreach plan to increase consumer participation in the Infant Mortality Coalition; and

WHEREAS, the Healthy Start Project desires to provide age-appropriate activities for children accompanying their parent(s) to health education workshops; and

WHEREAS, Resolution #14-413 authorized a subcontract with the Michigan Public Health Institute the amount up to \$60,000 to provide comprehensive evaluation of ICHD's Healthy Start initiative based on a partial, not full year evaluation period; and

WHEREAS, Resolution #14-413 authorized a subcontract with the Lansing Housing Commission (LHC) in the amount up to \$10,000 to provide meeting space, pay facility costs, and pay Peer Advisor training costs, in addition to authorizing LHC to provide stipends in the amount of \$200 per month for three Healthy Start Peer Advisors.

THEREFORE BE IT RESOLVED, that a temporary .5 FTE Program Specialist position (ICEA/5) is established at ICHD for the duration of the grant.

BE IT FURTHER RESOLVED, that ICHD is authorized to subcontract with the City of Lansing's Parks and Recreation Department in the amount up to \$3,000 per year for the period of June 1, 2015 through May 31, 2019 to provide age-appropriate activities for children accompanying the parent to health education workshops.

BE IT FURTHER RESOLVED, that Resolution #14-413 is amended to increase the amount authorized for the annual evaluation subcontract with the Michigan Public Health Institute (MPHI) from \$60,000 to \$70,000 per year for the period of June 1, 2015 through May 31, 2019, to reflect MPHI's cost for a 12 month evaluation period.

BE IT FURTHER RESOLVED, that Resolution #14-413 is amended to reduce the amount authorized for the annual meeting space/peer advisor stipend subcontract with the Lansing Housing Commission (LHC) from \$10,000 to \$5,000 for the period of June 1, 2015 through May 31, 2019.

BE IT FURTHER RESOLVED, that Resolution #14-413 is amended to authorize ICHD to distribute the \$200 monthly stipends directly to the three Healthy Start Peer Advisors.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30th, 2015

RE: Resolution to Enter into a Service Agreement with Language Line Solutions

Ingham County Health Department (ICHHD) has maintained an agreement with Teleinterpreters, Inc. for over-the-phone interpreting services for its health centers to ensure access to care regardless of language barriers. Teleinterpreters, Inc. has undergone a business name change to Language Line Solutions. Language Line Solutions has presented an updated services agreement under its new name which honors the terms of agreement the County had through Teleinterpreters, Inc. with no additional costs.

To ensure continuity of interpreter services for ICHHD, I recommend that the Ingham County Board of Commissioners authorize entering into an updated services agreement with Language Line Solutions for a two-year initial term with the agreement to renew automatically on an annual basis thereafter. All other terms of the agreement will remain the same as with Teleinterpreters, Inc.

c: Eric Thelen w/attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A SERVICE AGREEMENT
WITH LANGUAGE LINE SOLUTIONS**

WHEREAS, the Ingham County Health Department (ICHHD) has maintained an agreement with Teleinterpreters, Inc. since 2004 for over-the-phone interpreting services for the Health Department; and

WHEREAS, Teleinterpreters, Inc. has undergone a name change to Language Line Solutions; and

WHEREAS, to continue services, ICHHD must enter into an updated service agreement with Language Line Solutions; and

WHEREAS, the updated agreement with Language Line Solutions is at the same terms as the current Teleinterpreters, Inc. agreement; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to enter an updated agreement with Language Line Solutions; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize ICHHD to enter an updated agreement with Language Lines Solutions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Language Line Solutions at the same terms as the Teleinterpreter, Inc. agreement it will replace.

BE IT FURTHER RESOLVED, that the initial term of the updated agreement will be for 2 years beginning October 1, 2015, and will automatically renew annually thereafter.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 30, 2015

SUBJECT: Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2016-2017

The Ingham County Health Department (ICHHD) submitted a competitive continuation proposal for two years of Ryan White Title IV (Part D) funding to support HIV primary care services for women, infants, children, and youth living with HIV in the Ingham County Service area. ICHHD has received the award from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) for its proposed program.

Attached is a resolution to accept the first year of funding, in the amount of \$474,120 for the term of August 1, 2015 through July 31, 2016. The attached resolution also authorizes the County to renew its Infectious Disease Provider Services Agreement with Michigan State University College of Osteopathic Medicine, the Infectious Disease Dental Services Agreement with Dr. Lauren Hall-Tate, and Mutual Collaboration Agreement with Lansing Area AIDS Network (LAAN) to support the awarded program for the grant term of August 1, 2015 through July 31, 2017.

I recommend that the Ingham County Board of Commissioners authorize the acceptance of the Ryan White Part D funding award to support HIV primary care services for women, infants, children, and youth living with HIV in the Ingham County Service area.

c: Eric Thelen w/ attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT RYAN WHITE TITLE IV WOMEN, INFANTS, CHILDREN,
AND YOUTH (PART D) FUNDING AWARD FOR 2016 -2017**

WHEREAS, the current award the Ingham County Health Department (ICHD) received from the U. S. Department of Health and Human Services Health Resources and Services Administration (HRSA) Ryan White Title IV Women, Infants, Children, and Youth (WICY) funding (also known as “Part D”) ends July 31, 2015; and

WHEREAS, ICHD submitted a Competitive Continuation proposal to continue to provide HIV primary care services to women, infants, children, and youth living with HIV in the Ingham County service area for the period of August 1, 2015 through July 31, 2017; and

WHEREAS, ICHD has received the award of Part D funding for its Community Health Centers’ based Infectious Disease program, with the first year of funding in the amount of \$474,120 for the period of August 1, 2015 –July 31, 2016; and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the acceptance of \$474,120 in Ryan White Part D funding through HRSA; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the award of \$474,120 in Ryan White Part D funding through HRSA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the award of two years of Ryan White Part D funding to support continued HIV Primary Care Services to women, infants, children and youth in the Ingham County service area from August 1, 2015 through July 31, 2017.

BE IT FURTHER RESOLVED, that the Board of Commissioners accepts Year 1 of the funding, in the amount of \$474,120 for the period of August 1, 2015 through July 31, 2016.

BE IT FURTHER RESOLVED, that the Infectious Disease Provider Services Agreement with Michigan State University be renewed at a 2% annual increase, for the amount of \$46,847 in Year 1 (August 1, 2015 through July 31, 2016) and in the amount of \$47,783 in Year 2 (August 1, 2016 through July 31, 2017).

BE IT FURTHER RESOLVED, that the Infectious Disease Dental Services Agreement with East Lansing Dental (Dr. Lauren Hall-Tate) be renewed in the amount not to exceed \$6,000 for Year 1 and \$3,000 for Year 2.

BE IT FURTHER RESOLVED, that the current agreement with Lansing Area AIDS Network be amended to include Medical Case Management Coordination Services for an amount not to exceed \$62,000 annually for Year 1 and Year 2.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 10, 2015
SUBJECT: Discussion on Proposed Changes to Ingham County's Tobacco Regulations

Attached to this memo are proposed changes to Ingham County's tobacco regulations. These changes would expand the definition of tobacco within the regulation to apply to electronic smoking devices (as defined within the regulation) which are not themselves tobacco products. If the changes are adopted, all references to tobacco or tobacco products in the regulation would apply equally to electronic smoking devices.

Electronic cigarettes, or e-cigarettes, are battery-powered devices that provide doses of nicotine and other additives to the user in an aerosol. E-cigarettes not marketed for therapeutic purposes are currently unregulated by the Food and Drug Administration. Because e-cigarettes are largely unregulated, the FDA does not have good information about them, such as the amounts and types of components and potentially harmful constituents. We do know that nicotine is addictive and is harmful to children. The use of electronic smoking devices by minors may cause them to become addicted to nicotine and cause other harmful side effects.

Data show a dramatic rise in usage of e-cigarettes by youth, and this is cause for great concern as the long-term effect of these novel tobacco products is not yet understood. Establishing a comprehensive and appropriate regulatory framework to reduce disease and death from tobacco use is essential for our community.

In response to these dangers and concerns, I recommend that Board of Commissioners approve the proposed changes to Ingham County's tobacco regulations.

c: Debbie Edokpolo w/attachment

INGHAM COUNTY

REGULATION TO REQUIRE LICENSE FOR THE RETAIL SALE OF TOBACCO, AND TO PROHIBIT SALE OF TOBACCO TO MINORS, AND TO RESTRICT LOCATION OF TOBACCO VENDING MACHINES

ARTICLE I – TITLE, AUTHORITY, JURISDICTION, PURPOSE AND ADMINISTRATION

1-1 Title – This regulation shall be identified by the title “Regulation to Require License for Retail Sale of Tobacco, to Prohibit Sale of Tobacco to Minors, and to Restrict Location of Tobacco Vending Machines.” *The regulation of tobacco in this Regulation also applies to electronic smoking devices as defined herein, which are not themselves tobacco products. All references to tobacco or tobacco products in this Regulation shall apply equally to electronic smoking devices.*

1-2 Authority – This regulation is hereby adopted pursuant to authority conferred upon local health departments by Section 244(1) of the Michigan Public Health Code, 1978 P.A. 368, as amended.

1-3 Jurisdiction and Administration

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

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

1-4 Purpose

(1) Ingham County hereby finds and declares that:

(a) the U.S. Surgeon General has identified cigarette smoking as the single most important preventable cause of premature morbidity and mortality.

(b) the Director of the National Institute on Drug Abuse has concluded that the majority of Americans who die each year from cigarette smoking “became addicted to nicotine as adolescents before the age of legal consent.”

(c) the selling, giving, or furnishing of tobacco products to a person under 18 years of age is prohibited by the Michigan Youth Tobacco Act, 1915 P.A. 31, as amended.

(d) studies have shown that a significant number of children under the legal age to purchase tobacco are still able to do so either directly or through vending machines.

(e) Electronic smoking devices contain components and chemicals that are dangerous to young children, and may cause death and illness among children who come into contact with these devices.

(f) The use of electronic smoking devices by minors may cause them to become addicted to nicotine and cause other harmful effects.

(2) This regulation is hereby adopted to safeguard the public health by requiring a license to engage in the retail sale of tobacco, by prohibiting the sale of tobacco to minors, and by restricting the location of tobacco vending machines so as to limit access by minors.

1-5 Right of Entry and Inspection

(1) The Health Officer, or any other person charged with enforcement of this regulation, after giving proper identification, may inspect any matter, thing, premise, place, person, record, vehicle, incident, or event as provided for by Section 2446 of the Michigan Public Health Code, 1978 P.A. 368, as amended.

(2) The Health Officer may apply for an inspection or investigation warrant pursuant to Section 2242 of the Michigan Public Health Code, 1978 P.A. 368, as amended, to assure compliance with this regulation and other laws that the Health Officer has the duty to enforce.

(3) It shall be unlawful for any person to molest, willfully oppose, verbally abuse or otherwise obstruct the Health Officer, or any other person charged with enforcement of this regulation during the routine performance of his or her duties.

(4) The Health Officer may request the assistance of the Ingham County Sheriff's Department, or other police agency or peace officer when necessary to execute his or her official duty in a manner prescribed by law.

1-6 Severability – If any section, subsection, clause or phrase of this regulation is for any reason declared unconstitutional or invalid, it is hereby provided that the remaining portions of this regulation shall not be affected.

1-7 Other Laws and Regulations

(1) This regulation is supplemental to the Michigan Public Health Code, 1978 P.A. 368, as amended, and to other statutes duly enacted by the State of Michigan relating to the public health and safety. Where the provisions of any other state law, local

ordinance or regulation, or administrative rules apply, the more restrictive of any or all laws, ordinances, regulations or rules shall prevail.

(2) This regulation shall be liberally construed for the protection of the health, safety, and welfare of the people of Ingham County. This regulation shall control over a less stringent provision enacted by a local governmental entity for the protection of public health.

(3) Neither the Health Officer nor any other person empowered to enforce the provisions of this regulation shall knowingly implement provisions of this regulation if in so doing a violation of any state statute, regulation or rule would exist.

1-8 Amendments – Ingham County may amend, supplement or change this regulation or portions thereof, subject to the approval of the Board of Commissioners for Ingham County.

1-9 Approval and Effective Date – This regulation shall become effective on January 1, 1993.

1-10 Power to Establish Policy and Guidelines

(1) The Health Officer is hereby granted the authority to establish policies and guidelines, not in conflict with the purpose and intent of this regulation, for the purpose of carrying out the responsibilities herein delegated to the Health Officer by law.

(2) All such policies and guidelines shall be in writing and shall be kept in a policy file available for public inspection upon request. These policies and guidelines are subject to review and approval by the Human Services Committee of Ingham County Board of Commissioners.

1-11 Public Education – The Health Officer shall conduct public education programs directed at informing tobacco retailers and the general public about laws, rules and regulations related to tobacco sales, the health effects of tobacco use, and resources for tobacco control programs.

1-12 Investigations – The Health Officer shall conduct investigations and make recommendations to the County Board of Commissioners as to the effectiveness of this regulation in denying access of tobacco products to minors and provide periodic reports on the rate of tobacco sales to minors in Ingham County.

1-13 Complaints – Complaints received by the department may be made in writing or over the telephone. The department may develop forms on which a complainant may describe the nature of a complaint.

ARTICLE II – GENERAL DEFINITIONS

2-1 Interpretation – When not inconsistent with the context, words used in the present tense include the future, words used in the singular number include the plural number, and words used in the plural number include the singular. The word “shall” is always mandatory. Words, terms or expressions not defined herein shall be interpreted in the manner of their commonly accepted meaning.

2-2 Board of Health – Shall mean the Board approved by the Ingham County Board of Commissioners to sit as a “Board of Health”; may generally refer to the Ingham County Health Department.

2-3 Electronic Smoking Device – *Shall mean a noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. Electronic smoking device includes an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and a vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. Electronic smoking device does not include a product regulated as a drug by the Federal government.*

2-3-4 Health Department – Shall mean the Ingham County Health Department, and may be referred to herein this regulation as the “Department”.

2-4-5 Health Officer – Shall mean the Administrative Director of the Ingham County Health Department, and/or his or her authorized representatives.

2-5-6 Person – Shall mean an individual, partnership, cooperative, association, private corporation, personal representative, receiver, trustee, assignee, or any other legal entity.

2-6-7 Tobacco – Shall mean any product made from the tobacco plant for the purpose of smoking, chewing, inhaling and other personal use including cigars, chewing tobacco, pipe tobacco, snuff and cigarettes in any form.

2-7-8 Tobacco Retailer – Shall mean any person or governmental entity that operates a store, stand, booth, concession, or other place at which sales of tobacco *or electronic smoking devices* are made to purchasers for consumption or use.

2-8-9 Vending Machine – Shall mean any automated, self-service device which, upon insertion of money, tokens, or any other form of payment, dispenses cigarettes or other tobacco products *or electronic smoking devices*.

2-9-10 Vending Machine Location – Shall mean the room, enclosure, space or area where a tobacco vending machine is installed and operated.

ARTICLE III – PROHIBITION OF TOBACCO SALES

3-1 Prohibition of Tobacco *or Electronic Smoking Device* Sales to Minors – As of the effective date of this regulation, it shall be unlawful for a person to sell or attempt to sell or deliver tobacco *or an electronic smoking device* to an individual under eighteen (18) years of age, and it shall be unlawful for a person under eighteen (18) years of age to purchase or attempt to purchase any tobacco product *or electronic smoking device*.

3-2 Signs Required – Signs informing the public of the age restrictions provided for herein shall be posted by every retailer at or near every display of tobacco products *or electronic smoking devices*, at the point of sale and on or upon every vending machine which offers tobacco products *or electronic smoking devices* for sale. Each such sign shall be plainly visible and shall meet the requirements of the Michigan Youth Tobacco Act, 1915 P.A. 31, as amended.

3-3 Identification Required – As of the effective date of this regulation, it shall be unlawful for a tobacco retailer to sell or permit to be sold tobacco *or electronic smoking devices* to any individual without requesting and examining identification from the purchaser positively establishing the purchaser's age of eighteen (18) years or greater unless the seller has some other conclusive basis for determining the buyer is over the age of eighteen (18) years. In the event the seller does not request and examine identification from the purchaser, the seller shall be deemed to have not had "a conclusive basis" under this section if the purchaser is in fact a minor. Identification shall be by means of an officially issued card accepted as proof of age in the State of Michigan.

ARTICLE IV – LICENSE REQUIRED

4-1 License Required – As of the effective date of this regulation, it shall be unlawful for any person in Ingham County to sell tobacco *or electronic smoking devices* unless that person possesses a valid tobacco retailer's license or vending machine license from the Ingham County Health Department for each location where tobacco sales are conducted. The license shall be good for a one year term if the licensee complies with the provisions of this regulation.

4-2 License Application and Issuance – Application for a tobacco retailer's or vending machine license shall be submitted in the name of the person proposing to conduct such sales of tobacco *or electronic smoking devices* and shall be signed by such person or his agent.

All applications shall be submitted on a form supplied by the Ingham County Health Department and accompanied by the required license fee.

The application form shall contain at least the following information:

(1) The business name, address, and telephone number of the establishment where tobacco is sold.

(2) The name, home address, and home telephone number of the applicant if the applicant is an individual.

(3) The name, address, and telephone number of the corporate office, if applicable.

4-3 License Fee

(1) The license fee shall be established by the Ingham County Board of Commissioners according to the Michigan Public Health Code, 1978 P.A. 368, as amended. Fees may be adjusted from time to time by the Ingham County Board of Commissioners. Any revenue generated through license fees authorized here shall be used for licensing, enforcement, dissemination of information concerning the requirements of this regulation, and for tobacco control programs.

(2) In the event the applicant for a tobacco retailer's license can establish that he or she is in possession of a valid tobacco retailer's license issued under a duly adopted ordinance of a Township or Municipality within the County of Ingham for the same address, or for the same vending machine for which the applicant is seeking a County vending machine license, the County shall issue a license, and the applicant shall pay to the County the difference between the annual cost of the municipal license fee and the County license fee.

4-4 Non-Transferability – A tobacco retailer's or vending machine license is non-transferable, except, if a tobacco retailer changes address or a vending machine is moved, a new license will be issued for the new address upon receipt of an application for change of address. The license will retain the same expiration date as that previously issued and no additional fee will be charged.

4-5 License Display – A current tobacco retailer's license shall be displayed in a conspicuous place in each location where tobacco sales are conducted.

ARTICLE V – VENDING MACHINES

5-1 Vending Machines – Except as provided in this article, no person shall sell cigarettes or tobacco products *or electronic smoking devices* through a vending machine.

5-2 Supervised Establishments – A vending machine may be operated in an establishment if fully located within the premises, no less than twenty (20) feet from all

exits, and is under the direct supervision of the tobacco retailer or his/her adult employee through either:

- (1) direct visual supervision of the tobacco retailer or his/her adult employee, or
- (2) the vending machine can only be operated by a functioning remote control device, which is inaccessible to the purchaser and is not capable of being locked into an “on” position, and is operated for each sale by the tobacco retailer or his/her adult employee.

ARTICLE VI – CERTAIN FREE DISTRIBUTIONS PROHIBITED

6-1 Certain Free Distributions Prohibited – No person shall deliver cigarettes or tobacco products or electronic smoking devices to any other person at no cost or at nominal cost for product promotional purposes without obtaining a temporary permit for such distribution. Applications for temporary permits shall be submitted to the Health Officer at least thirty (30) days prior to the event. The Health Officer shall grant a temporary permit when the tobacco products or electronic smoking devices shall be distributed in an area in which persons under eighteen (18) years of age are denied admission, and in such other cases where the place of distribution reasonably assures distribution of tobacco products or electronic smoking devices to adults only. In no case, shall any tobacco product or electronic smoking devices be provided at no cost or nominal cost to any person under eighteen (18) years of age.

ARTICLE VII – ENFORCEMENT

7-1 Schedule of Monetary Civil Penalties

(1) Any licensed tobacco retailer who violates any provision of this Regulation shall be assessed a monetary civil penalty of One Hundred Dollars (\$100.00) for the first violation; Two Hundred Seventy Dollars (\$270.00) for a second violation; and Five Hundred Forty Dollars (\$540.00) for a third violation; and One Thousand Eighty Dollars (\$1,080.00) for fourth and subsequent violations.

(a) Any employee or agent of a tobacco retailer who violates any provision of this regulation shall be assessed a monetary civil penalty of Fifty Dollars (\$50.00) for the first violation; One Hundred Dollars (\$100.00) for a second violation; and Two Hundred Dollars (\$200.00) for a third and subsequent violations.

(b) An employee or agent of a tobacco retailer who violates any provision of this regulation as a first violation may participate in a tobacco control educational program provided by the Ingham County Health Department within ninety (90) days of the violation in lieu of the monetary civil penalty.

(c) Any person under eighteen (18) years of age who purchases, or attempts to purchase, any tobacco product *or electronic smoking device* shall be assessed a monetary civil penalty of Fifty Dollars (\$50.00) for the first violation; One Hundred Dollars (\$100.00) for a second violation; and Two Hundred Dollars (\$200.00) for a third and subsequent violations.

(2) Any person who sells tobacco *or an electronic smoking device* without a valid tobacco retailer's license may be assessed a monetary civil penalty of Two Hundred Dollars (\$200.00) for each day that a violation occurs.

(3) Any person who shall deliver cigarettes or tobacco products *or electronic smoking devices* to any other person at no cost or at a nominal cost for product promotional purposes in violation of this Regulation shall be assessed a monetary civil penalty of Two Hundred Dollars (\$200.00) for each day that a violation occurs.

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

(5) Each day that a violation continues shall be deemed as a separate violation.

7-2 Violations, Misdemeanor

(1) When, in the discretion of the Health Officer, the penalty provided in section 7-1 of this Regulation is not effective in enforcing this Regulation, the Health Officer and his/her designees are hereby authorized to issue appearance tickets with respect to violations of a provision of this Regulation, if those individuals had reasonable cause to believe that the person has committed an offense in violation of this Regulation.

(2) A person who violates this regulation is guilty of a misdemeanor, punishable by imprisonment for not more than ninety (90) days, or a fine of not more than Two Hundred Dollars (\$200.00), or both.

(3) Each day a violation continues shall be deemed as a separate offense.

7-3 License Suspension and Revocation – A tobacco retailer's license may be suspended or revoked by the Health Officer for cause if the licensee fails to comply with the provisions of this regulation. These sanctions are in addition to the monetary penalties provided for in Section 7-1 of this regulation. A license may be suspended or revoked as follows:

(1) In the case of a first and single violation of this regulation, the licensee shall be given notification, in writing, of provisions for license suspension or revocation in the event of additional or further violations; and

(2) In the case of two (2) violations within any three-year period, the license may be suspended for thirty (30) days; and

(3) In the case of three (3) violations within any three-year period, the license may be suspended for ninety (90) days; and

(4) In the case of four (4) violations within any three-year period, the license may be revoked for one year.

(5) Each sale of tobacco or an electronic smoking device to a minor shall constitute a separate violation.

(6) Decisions of the Health Officer may be appealed to the Board of Health. Such appeal shall be filed within (10) ten days after the order is served on the licensee. An appeal shall stay all proceedings until a final decision by the Board of Health.

ARTICLE VIII – INJUNCTIVE PROCEEDINGS

8-1 Injunctive Proceedings – Notwithstanding the existence and pursuit of any other remedy, the Health Officer or his/her designee, without posting bond, may maintain an action in a court of competent jurisdiction for an injunction or other process against any person to restrain or prevent a violation of this regulation.

| 9/25/08

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

RE: Resolution Authorizing the Fifth Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2011 through December 31, 2015

DATE: August 4, 2015

This resolution authorizes the fifth amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2011 through December 31, 2015; specifically the scope of services which will be effective from October 1, 2015 through December 31, 2015. For the period October 1, 2015 through December 31, 2015 the County will reimburse CATA as set forth in the attached Scope of Services. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of \$_____ will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of \$_____ of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of \$113,530 (previously authorized by Resolution 14-366) will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County's 2015 Fiscal Year.

Typically the scope of services is for the period of one year; however this is for only three months due to the ending of the main agreement on December 31, 2015. The Board of Commissioners will be asked to approve a new 5-year agreement in the near future, and a 9 month scope of services should be approved along with it to get back to the cycle of October – September annual amendments.

A substitute will be brought to the meeting with all blanks filled in with the correct information.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE FIFTH AMENDMENT TO THE AGREEMENT WITH THE
CAPITAL AREA TRANSPORTATION AUTHORITY
DATED JANUARY 1, 2011 THROUGH DECEMBER 31, 2015**

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2015; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2015 through December 31, 2015 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board is hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.

EXHIBIT “A”

SCOPE OF SERVICES

For October 1, 2015, through December 31, 2015

CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.
2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of \$_____ of the funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.
3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum of \$_____ of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.
4. The amount of \$113,530 that was retained by the County through resolution 14-366 for the operation of a vehicle used to transport area veterans to VA Hospitals in the region remains in effect for the County’s 2015 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.