

EATON COUNTY BOARD OF COMMISSIONERS  
DECEMBER 16, 2015

The Eaton County Board of Commissioners met in regular session at the County Facilities, in the City of Charlotte, Wednesday, December 16, 2015.

Chairman Mulder called the meeting to order at 7:00 PM.

The Pledge of Allegiance to the Flag was given by all.

Commissioner Eakin gave the invocation.

Roll call. Commissioners present; Michael Hosey, Blake Mulder, Terrance Augustine, James Osieczonek, Jane M. Whitacre, Joseph Brehler, Walter Miars, Roger Eakin, Wayne Ridge, Brian Lautzenheiser, Kent C. Austin, Jeremy Whittum, Barbara Rogers. Commissioner Spence arrived after roll call at 7:05 p.m. Commissioners absent: Glenn Freeman.

Commissioner Osieczonek requested the addition to the agenda under Public Works & Planning to further discuss DCA 11-15-6, approved November 18, 2015.

Commissioner Eakin moved the agenda be approved as amended. Seconded by Commissioner Austin. Carried.

Brian McGrain, Chair of Ingham County Board of Commissioners, presented the Board with an Ingham County flag as a symbol of collaboration and partnership between counties.

Commissioner Hosey moved the minutes of November 18, 2015 be approved as presented. Seconded by Commissioner Rogers. Carried. Nays: Whittum.

Communications: None

Public Comment: None

Chairman Mulder moved the approval of #15-12-113 Resolution in Honor of Susan Norton.

WHEREAS, Sue Norton is retiring from Eaton County on December 18, 2015 after 25 years of service; and

WHEREAS, Sue worked in the Prosecutor's Office from January 11, 1991 until her retirement; and

WHEREAS, Sue has provided dedicated and honorable service to the residents of Eaton County; and

WHEREAS, the Eaton County Board of Commissioners seeks to recognize and express appreciation for Sue's years of public service.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby thank Sue for years of exceptional service to Eaton County and expresses its best wishes to her in the next chapter of her life; and BE IT FURTHER RESOLVED, that this resolution of appreciation and support be duly recorded and attached to the permanent records of the County on this 16<sup>th</sup> day of the month of December in the year 2015.

Seconded by Commissioner Augustine. Carried.

Chairman Mulder moved the approval of #15-12-114 Resolution in Honor of Diana Morehouse.

WHEREAS, Diana Morehouse is retiring from Eaton County on December 18, 2015 after 13 years of service; and  
WHEREAS, Diana worked in the Sheriff's Office from January 3, 2003 until her resignation; and  
WHEREAS, Diana has provided dedicated and honorable service to the residents of Eaton County; and  
WHEREAS, the Eaton County Board of Commissioners seeks to recognize and express appreciation for Diana's years of public service.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby thank Diana for years of exceptional service to Eaton County and expresses its best wishes to her in the next chapter of her life; and BE IT FURTHER RESOLVED, that this resolution of appreciation and support be duly recorded and attached to the permanent records of the County on this 16<sup>th</sup> day of the month of December in the year 2015.

Seconded by Commissioner Eakin. Carried.

The Annual Report of the County Clerk, Circuit Court Clerk and Register of Deeds were presented by Clerk/Register Diana Bosworth to the Board.

Annual Report of the County Treasurer Performance Bond – P.A. 211 of 2007 was presented by Treasurer Bob Robinson to the Board.

Chairman Hosey moved the approval of #15-12-115 Resolution to Approve HIPAA Security Rule Compliance Plan. (On file)

Seconded by Commissioner Augustine. Carried.

Commissioner Osieczonek moved the approval of Public Works and Planning Committee appointments.

Solid Waste Review Committee (two-year terms expiring December 31, 2017)  
Quinn Underwood  
Regina Young  
Tonia Olson  
Travis Brininstool  
Brian Ross  
Denise Parisian  
David Smith

Seconded by Commissioner Augustine. Carried. Nays: Whittum

Commissioner Osieczonek moved the approval of #15-12-116 Resolution to Amend Drain Commissioner Fee Schedule.

WHEREAS, the Eaton County Board of Commissioners previously approved a User Fee Schedule for the Eaton County Drain Commissioner; and

WHEREAS, the Public Works and Planning Committee has reviewed and is recommending the amendment of fees; and

NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners approves the attached recommended Drain Commissioner User Fee Schedule effective January 1, 2016; and

BE IT FURTHER RESOLVED, that any other User Fee Schedules established by the Board of Commissioners for the Eaton County Drain Commissioner are superseded by the attached schedule.

Seconded by Commissioner Hosey. Carried. Nays: Eakin, Austin, Whittum, and Rogers.

Public Works and Planning Chairperson Osieczonek discussed the reconsideration of DCA 11-15-6. It was noted that the ordinance amendment (DCA 11-15-6) as approved, had been published and taken effect and therefore could not be reconsidered by the Board of Commissioners at this meeting. Any future change would be subject to a public hearing after discussion and recommendation by the Planning Commission, as required by statute. Discussion held.

Commissioner Hosey, a member of the Planning Commission, indicated he would raise the Board's request for further discussion at the 1/5/15 meeting of the Public Works and Planning and encouraged members of the Board to discuss their concerns with him or attend the Planning Commission meeting to discuss the current text of the ordinance.

Commissioner Eakin moved the approval of #15-12-117 of Resolution to Appoint Privacy Officer and Security Officer.

WHEREAS, Employer maintains one or more health plans which are subject to the privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as modified by the Health Information Technology for Economic and Clinical Health Act ("HITECH");

AND WHEREAS, the HIPAA privacy and security rules, as modified by HITECH and the 2013 HHS regulations, require the appointment of a HIPAA privacy officer and a HIPAA security officer to implement privacy and security policies and procedures;

THEREFORE, IT IS RESOLVED that Yvonne Ridge, Benefits Specialist is appointed as the HIPAA privacy officer and is authorized and directed to take whatever steps deemed reasonable and appropriate, including, but not limited to, the implementation of privacy policies and procedures, in order to ensure that Employer's health plan(s) are in compliance with the HIPAA privacy rules. FURTHER RESOLVED that Jeffrey Parshall, Director of Technology Services is appointed as the HIPAA security officer and is authorized and directed to take

whatever steps deemed reasonable and appropriate, including, but not limited to, the implementation of security policies and procedures, in order to ensure that Employer's health plan(s) are in compliance with the HIPAA security rules.

Seconded by Commissioner Miars. Carried.

Commissioner Eakin moved the approval of #15-12-118 of Resolution to Approve HIPAA Policies and Procedures. WHEREAS, Eaton County and the Eaton County Board of Commissioners are committed to compliance with all applicable laws and regulations relating to data privacy and security, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as modified by the Health Information Technology for Economic and Clinical Health Act ("HITECH"); and

WHEREAS, Eaton County maintains one or more health plans which are subject to the privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as modified by the Health Information Technology for Economic and Clinical Health Act ("HITECH"); AND WHEREAS, the Eaton County HIPAA Privacy Officer and Security Officer have updated Eaton County's HIPAA policies.

THEREFORE, IT IS RESOLVED that the Eaton County Board of Commissioners, hereby approves the HIPAA Privacy and Security Policies attached to this resolution;

BE IT FURTHER RESOLVED that the Eaton County Board of Commissioners hereby authorizes the Eaton County Controller/Administrator in conjunction with the Eaton County HIPAA Privacy Officer and Security Officer, to create HIPAA forms and procedures and to modify adopted HIPAA policies or create new HIPAA policies provided that such policy changes to be submitted to the Board of Commissioners for approval not less than every three years.

Seconded by Commissioner Lautzenheiser. Carried.

Commissioner Eakin moved the approval of #15-12-119 Resolution to Approve Interim Operating Agreement for the Operating of the Youth Facility.

WHEREAS, the Board previously adopted an agreement to allow the Youth Facility to continue to be operated under the direction of the Family Division of the Circuit Court; and

WHEREAS, such agreement expires December 31, 2015; and

WHEREAS, the Ways and Means Committee has reviewed the operation of the Youth Facility over the past year and feels that it should remain under the operation of the Family Division of the Circuit Court.

NOW THEREFORE BE IT RESOLVED, that the Agreement be extended for another year to expire on December 31, 2016. Prior to such time, it will be reviewed again by the Ways and Means Committee.

Seconded by Commissioner Augustine. Carried.

Commissioner Eakin moved the approval of #15-12-120 Resolution to Approve 2015/2016 Budget Amendments

WHEREAS, the Eaton County 2015/2016 Appropriations Act of September 16, 2015 states that any amendment to increase a salary and/or a Capital Outlay

line-item in excess of \$2,500.00 or any amendment to increase the total budget of any fund or department in excess of \$2,500.00 shall be amended by the Board of Commissioners, except that any amendment to decrease the General Fund Contingency shall be approved by the Board of Commissioners; and WHEREAS, such amendments are needed in order to comply with the Uniform Budgeting and Accounting Act of 1978, P.A. 621.

NOW, THEREFORE BE IT RESOLVED, that the following budget amendments be approved and added to the 2015/2016 Eaton County Budget:

SPECIAL REVENUE FUND

CHILD CARE FUND – 292

Increase Capital Outlay	\$10,176
Increase Fund Balance Carryover	\$10,176

To increase the Capital Outlay budget for hot food unit in the Youth Facility kitchen.

Seconded by Commissioner Brehler. Carried.

Commissioner Eakin moved the approval of claims as audited by the Ways and Means Committee in the amount of \$335,467.15 and to accept the report of previously authorized payments.

Seconded by Commissioner Brehler. Carried.

Public Comment: None

Commissioner Comments: Commissioner Brehler thanked Commissioner Rogers for bringing her homemade pies.

Commissioner Austin wished everyone Merry Christmas.

Commissioner Spence stated that he has been appointed to the Greater Lansing Housing Coalition Board. He also commended Controller Fuentes for attending the L.E.A.P. Diversity & Inclusivity Workshop.

Commissioner Miars reminded the Board that Christmas donations to the Eaton Siren Shelter would be welcome.

Commissioner Rogers stated that the Eaton Rapids Christian Community Action Group donations benefitted 330 children this holiday season.

There was no Unfinished Business, Old Business or New Business.

Chairman Mulder adjourned the meeting to Tuesday, January 4, 2016 at 7:00 p.m.

*Blake Mulder*

Chairman of the Board of Commissioners

*Diana Bosworth*

Clerk of the Board of Commissioners

**EATON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF APPRECIATION FOR  
SUSAN NORTON  
LEGAL ASSISTANT**

**DECEMBER 16, 2015**

Commissioner Mulder moved for the approval of the following resolution. Seconded by Commissioner Augustine.

**WHEREAS**, Sue Norton is retiring from Eaton County on December 18, 2015 after 25 years of service; and

**WHEREAS**, Sue worked in the Prosecutor's Office from January 11, 1991 until her retirement; and

**WHEREAS**, Sue has provided dedicated and honorable service to the residents of Eaton County; and

**WHEREAS**, the Eaton County Board of Commissioners seeks to recognize and express appreciation for Sue's years of public service.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners does hereby thank Sue for years of exceptional service to Eaton County and expresses its best wishes to her in the next chapter of her life; and

**BE IT FURTHER RESOLVED**, that this resolution of appreciation and support be duly recorded and attached to the permanent records of the County on this 16<sup>th</sup> day of the month of December in the year 2015. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF APPRECIATION FOR  
DIANA MOREHOUSE  
MEDICAL RECORDS ASSISTANT**

**DECEMBER 16, 2015**

Commissioner Mulder moved for the approval of the following resolution. Seconded by Commissioner Eakin.

**WHEREAS**, Diana Morehouse is retiring from Eaton County on December 18, 2015 after 13 years of service; and

**WHEREAS**, Diana worked in the Sheriff's Office from January 3, 2003 until her resignation; and

**WHEREAS**, Diana has provided dedicated and honorable service to the residents of Eaton County; and

**WHEREAS**, the Eaton County Board of Commissioners seeks to recognize and express appreciation for Diana's years of public service.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners does hereby thank Diana for years of exceptional service to Eaton County and expresses its best wishes to her in the next chapter of her life; and

**BE IT FURTHER RESOLVED**, that this resolution of appreciation and support be duly recorded and attached to the permanent records of the County on this 16<sup>th</sup> day of the month of December in the year 2015. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE TECHNOLOGY SERVICES POLICIES AND  
COMPLIANCE GUIDE RELATED TO THE HIPAA SECURITY RULE**

**DECEMBER 16, 2015**

**Introduced by the Information Technology & Communication Committee**

Commissioner Hosey moved for the approval of the following resolution. Seconded by Commissioner Augustine.

**WHEREAS**, Eaton County and the Eaton County Board of Commissioners are committed to compliance with all applicable laws and regulations relating to data privacy and security, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as modified by the Health Information Technology for Economic and Clinical Health Act ("HITECH"); and

**WHEREAS**, Eaton County maintains one or more health plans which are subject to the privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as modified by the Health Information Technology for Economic and Clinical Health Act ("HITECH"); and

**WHEREAS**, the Technology Services Department has developed the attached Policies and Compliance Guide to comply with the requirements of HIPAA and HITECH.

**THEREFORE, IT IS RESOLVED** that the Eaton County Board of Commissioners, hereby approves the Technology Services Polices and Compliance Guide Related to the HIPAA Security Rule; and

**BE IT FURTHER RESOLVED** that the Technology Services Polices and Compliance Guide Related to the HIPAA Security Rule will be incorporated, by reference into Eaton County's HIPAA Policies and Procedures. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS**

**DECEMBER 16, 2015**

**RESOLUTION TO AMEND THE DRAIN COMMISSIONER FEE SCHEDULE**

**Introduced by the Public Works & Planning Committee**

Commissioner Osieczonek moved for the approval of the following resolution. Seconded by Commissioner Hosey.

**WHEREAS**, the Eaton County Board of Commissioners previously approved a User Fee Schedule for the Eaton County Drain Commissioner; and

**WHEREAS**, the Public Works and Planning Committee has reviewed and is recommending the amendment of fees; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Eaton County Board of Commissioners approves the attached recommended Drain Commissioner User Fee Schedule effective January 1, 2016; and

**BE IT FURTHER RESOLVED**, that any other User Fee Schedules established by the Board of Commissioners for the Eaton County Drain Commissioner are superseded by the attached schedule. Carried. Nays: Eakin, Austin, Whittum and Rogers.

**EATON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPOINT PRIVACY OFFICER AND SECURITY OFFICER**

**DECEMBER 16, 2015**

**Introduced by the Ways and Means Committee**

Commissioner Eakin moved for the approval of the following resolution. Seconded by Commissioner Miars.

**WHEREAS**, Employer maintains one or more health plans which are subject to the privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as modified by the Health Information Technology for Economic and Clinical Health Act (“HITECH”);

**AND WHEREAS**, the HIPAA privacy and security rules, as modified by HITECH and the 2013 HHS regulations, require the appointment of a HIPAA privacy officer and a HIPAA security officer to implement privacy and security policies and procedures;

**THEREFORE, IT IS RESOLVED** that Yvonne Ridge, Benefits Specialist is appointed as the HIPAA privacy officer and is authorized and directed to take whatever steps deemed reasonable and appropriate, including, but not limited to, the implementation of privacy policies and procedures, in order to ensure that Employer’s health plan(s) are in compliance with the HIPAA privacy rules.

**FURTHER RESOLVED** that Jeffrey Parshall, Director of Technology Services is appointed as the HIPAA security officer and is authorized and directed to take whatever steps deemed reasonable and appropriate, including, but not limited to, the implementation of security policies and procedures, in order to ensure that Employer’s health plan(s) are in compliance with the HIPAA security rules. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE HIPAA PRIVACY AND SECURITY POLICIES**

**DECEMBER 16, 2015**

**Introduced by the Ways and Means Committee**

Commissioner Eakin moved for the approval of the following resolution. Seconded by Commissioner Lautzenheiser.

**WHEREAS**, Eaton County and the Eaton County Board of Commissioners are committed to compliance with all applicable laws and regulations relating to data privacy and security, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as modified by the Health Information Technology for Economic and Clinical Health Act (“HITECH”); and

**WHEREAS**, Eaton County maintains one or more health plans which are subject to the privacy and security rules of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), as modified by the Health Information Technology for Economic and Clinical Health Act (“HITECH”);

**AND WHEREAS**, the Eaton County HIPAA Privacy Officer and Security Officer have updated Eaton County’s HIPAA polices.

**THEREFORE, IT IS RESOLVED** that the Eaton County Board of Commissioners, hereby approves the HIPAA Privacy and Security Policies attached to this resolution;

**BE IT FURTHER RESOLVED** that the Eaton County Board of Commissioners hereby authorizes the Eaton County Controller/Administrator in conjunction with the Eaton County HIPAA Privacy Officer and Security Officer, to create HIPAA forms and procedures and to modify adopted HIPAA policies or create new HIPAA polices provided that such policy changes to be submitted to the Board of Commissioners for approval not less than every three years. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS**

**DECEMBER 16, 2015**

**RESOLUTION TO APPROVE INTERIM AGREEMENT  
FOR THE OPERATION OF THE YOUTH FACILITY**

**Introduced by the Ways and Means Committee**

Commissioner Eakin moved for the approval of the following resolution. Seconded by Commissioner Augustine.

**WHEREAS**, the Board previously adopted an agreement to allow the Youth Facility to continue to be operated under the direction of the Family Division of the Circuit Court; and

**WHEREAS**, such agreement expires December 31, 2015; and

**WHEREAS**, the Ways and Means Committee has reviewed the operation of the Youth Facility over the past year and feels that it should remain under the operation of the Family Division of the Circuit Court.

**NOW THEREFORE BE IT RESOLVED**, that the Agreement be extended for another year to expire on December 31, 2016. Prior to such time, it will be reviewed again by the Ways and Means Committee. Carried.

**EATON COUNTY BOARD OF COMMISSIONERS****DECEMBER 16, 2015****RESOLUTION TO APPROVE  
2015/2016 BUDGET AMENDMENTS****Introduced by the Ways and Means Committee**

Commissioner Eakin moved for the approval of the following resolution. Seconded by Commissioner Brehler.

**WHEREAS**, the Eaton County 2015/2016 Appropriations Act of September 16, 2015 states that any amendment to increase a salary and/or a Capital Outlay line-item in excess of \$2,500.00 or any amendment to increase the total budget of any fund or department in excess of \$2,500.00 shall be amended by the Board of Commissioners, except that any amendment to decrease the General Fund Contingency shall be approved by the Board of Commissioners; and

**WHEREAS**, such amendments are needed in order to comply with the Uniform Budgeting and Accounting Act of 1978, P.A. 621.

**NOW, THEREFORE BE IT RESOLVED**, that the following budget amendments be approved and added to the 2015/2016 Eaton County Budget:

**SPECIAL REVENUE FUND****CHILD CARE FUND – 292**

Increase	Capital Outlay	\$10,176
Increase	Fund Balance Carryover	\$10,176

To increase the Capital Outlay budget for hot food unit in the Youth Facility kitchen. Carried.