

## **APPENDIX B**

### **INTERAGENCY AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC HEALTH AND THE DEPARTMENT OF PLANNING & ENVIRONMENT**

A Reallocation Agreement for Public Health Services between Agencies of County Government

For Fiscal Year October 1, 2004 through September 30, 2005  
(Original Interagency Agreement dated February 2, 1993)

#### Background and Purpose

The County wishes to continue the organizational separation of Environmental Health from the Public Health Department. Environmental Health Programs, directed by an Environmental Health Director, are within three Divisions that report directly to the Director of the Department of Planning and Environment. The Public Health Department, headed by the Public Health Officer, is a separate Department reporting directly to the County Administrator.

In order to implement the directives of the Board of Commissioners and in order to comply with the Michigan Public Health Code, this Interagency Agreement/Reallocation Agreement is hereby adopted. This Agreement provides the framework within which the Environmental Health activities of Washtenaw County will be conducted as required by the Public Health Code under the direction of the Health Officer. It shall be renewed annually as required by the Department of Community Health and made part of the annual plan and budget submissions to the Department of Community Health as required by the Public Health Code under the direction of the Health Officer.

#### **I. POLICY DEVELOPMENT AND APPROVAL**

- a. The Board of Commissioners of Washtenaw County has authority over all public health policies that are implemented within the County and, under the Public Health Code, retains unto itself the role of Board of Health.
- b. The Board of Commissioners of Washtenaw County has appointed the Public Health Officer to implement county and state public health rules and regulations and to propose new rules and regulations to protect and promote the health of county residents.
- c. The Board of Commissioners has created three Divisions within the Department of Planning and Environment which carry out Environmental Health programs.
- d. All Environmental Health policies, rules, regulations and enforcement actions that are proposed by the Department of Planning and the Environment require the review and approval of the Public Health Officer, when and as provided by the Public Health Code, before action by the Board of Commissioners or direct implementation by the Department of Planning and the Environment. The written approval or order of the Public Health Officer shall be required on all documents if and as specified in the Public Health Code.
- e. The Public Health Officer shall seek the review and comments of the Public Health Advisory Committee/Environmental Appeals Board for all changes in programs and activities that impact the health of the public, including Environmental Health programs and issues such as, but not limited to, investigation of food borne illnesses, epidemics, disasters, lead poisoning, vector-borne illness, and underground water contamination.

#### **II. ORGANIZATION STRUCTURE AND STAFFING**

- a. **ORGANIZATION STRUCTURE**
  - i. The organization structure for Public Health in Washtenaw County shall reflect the wishes of the Board of Commissioners.

- ii. The Public Health Officer shall review and approve the initial organizational structure of Environmental Health and any changes thereto prior to any actions by the Board of Commissioners.
- iii. The Public Health Officer must approve organizational changes in Environmental Health that impact program delivery.

b. STAFFING

- i. To assure compliance and accountability an Environmental Health Director shall be designated and retain accountability for all Environmental Health Programs.
- ii. The Health Officer must participate in the selection of the senior staff member who manages Environmental Health programs, and must approve the final selection, following criteria specified by the Michigan Department of Public Health, prior to action by the Director of Planning and the Environment and the Board of Commissioners.
- iii. The Health Officer shall review and approve any changes to approved positions that affect Environmental Health programs.

III. ENFORCEMENT – REGULATIONS – APPEALS BOARDS

- a. The Health Officer and the Environmental Health Director will be consulted prior to and must approve any enforcement actions by Environmental Health programs under the State Public Health Code (e.g., need for immediate closure of licensed food service establishment, or where imminent danger to health or lives of individuals exists [s.2451], where appearance tickets are necessary [s.2463], or injunctive actions are to be initiated [s.2465]).
- b. The Public Health Officer and the Environmental Health Director will review and approve any proposed public health regulations prior to submission to the Board of Commissioners for adoption.
- c. Appeals and variances will be heard by the Public Health Advisory Committee / Environmental Appeals Board for issues relating to sewage disposal systems, water wells, and facilities regulated by the Washtenaw County Pollution Prevention Regulation. The Food Service Hearing Board will hear appeals on actions regarding food service licenses, and variances shall be issued by the Health Officer.

IV. PROGRAMS

- a. The Director of Environmental Health will have the overall responsibility for assuring that all Environmental Health programs are carried out in conformity with Public Health Code and rules as promulgated by the Department of Community Health, Department of Agriculture, Department of Environmental Quality, and other relevant State Departments, and shall be under constant review by the Public Health Officer.
- b. Changes in Environmental Health programs that are conducted under the authority of the Public Health Code must be approved by the Public Health Officer.
- c. The Health Officer will actively involve the Director of Environmental Health in Public Health decisions, particularly those that may impact on Environmental Health programs.
- d. Environmental Health programs, as directed by the Health Officer, shall work with the Public Health Medical Director and other designated staff to respond to foodborne illness outbreaks, communicable disease occurrences and other public health situations as required.
- e. Environmental Health programs will actively participate in Public Health Department community health assessment and improvement activities

- f. Environmental Health programs will work in accordance with the County Emergency Operations Plan and the Public Health Emergency Plan under the direction of the Public Health Officer as needed in response to an emergency situation that impacts this County.

V. FINANCE AND BUDGET

- a. All fiscal policies within Environmental Health programs will be carried out in conformity with the agreement between the Michigan Department of Community Health and Washtenaw County Public Health for the Delivery of Specially Designated Health Services known as the Comprehensive Plan and Budget Contract (CPBC).
- b. Environmental Health expenditures and revenues are to be accounted for in the State Health Fund (221) under the Department of Treasury’s Uniform Chart of Accounts for local government. This budget and this attendant reallocation agreement shall be submitted by the Health Officer with the CPBC Agreement as an attachment to it.
- c. The preparation of the CPBC Agreement will be done under the direction of the Health Officer in cooperation with the Director of Environmental Health and will include the budget and program outputs including, but not limited to Local Public Health Operations (formerly known as Cost Sharing).
- d. The preparation of the annual County budget is to be done in accordance with the allocations projected from the agreement in V (a) by the Health Officer in consultation with the Director of Environmental Health.
- e. Any changes during the state Agreement year at either the state or local level that require budget revisions to the state Agreement will be carried out under the direction of the Health Officer. Notification of significant changes in revenues or expenditures at either the local or state level shall be a mutual responsibility and occur at the earliest possible time to facilitate the joint development of strategies. Any fiscal changes that may impact services require the concurrence of County Administration and the County Board of Commissioners.
- f. Related financial records including staff time allocations, year end accruals, and audit work papers will be prepared by the Director of Environmental Health or his/her designated fiscal staff in consultation with and subject to, the approval of the Health Officer and County Internal Auditor.
- g. Environmental Health will handle its own local financial requirements, except as contained in the points above.

APPROVED AS TO CONTENT:

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 Ellen J. Clement, M.S.W. (Date)  
 Health Officer  
 Public Health Department

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 Richard M. Fleece, R.S. (Date)  
 Director  
 Environmental Health

APPROVED AS TO FORM:

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 Curtis N. Hedger (Date)  
 Office of Corporation Counsel

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 Anthony VanDerworp (Date)  
 Director  
 Department of Planning & Environment

WASHTENAW COUNTY

MICHIGAN DEPARTMENT OF  
 COMMUNITY HEALTH

By:

By:

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 Robert E. Guenzel, Administrator (Date)

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 Janet Olszewski, Director (Date)