



HEALTH DIVISION
DEPARTMENT OF HEALTH AND HUMAN SERVICES

L. BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE

HEALTH DIVISION
George J. Miller, M.A., Manager

MAR 26 2008

March 20, 2008

To Oakland County Municipalities:

I am pleased to inform you that even with the anticipated budget concerns for the current fiscal year; Oakland County Executive L. Brooks Patterson has once again committed \$500,000 for Mosquito Control Activities to local municipalities. As in previous years, the funding formula is based as follows: 75% on population size and 25% on miles per CVT. Because there have been only minor changes to the 2008 WNV Reimbursement Program, CVT training information is being provided along with this letter. There will not be a mandatory training session this year.

Thanks to the participation and cooperation of local municipalities over the past five years, the dangers of West Nile Virus (WNV) in Oakland County have been reduced. Local municipalities are strongly encouraged to monitor mosquito activity and to participate in mosquito control efforts as needed in their respective areas. As in the past, qualifying expenditures include mosquito control and abatement activities such as habitat eradication, mosquito trapping, larvaciding, and community education. Community education is defined as any information that is specific to abatement, control or reduction of mosquito borne illnesses. Sample educational pieces must be submitted with your plan to receive approval. Newsletters that only mention WNV will not qualify for full reimbursement of that publication. A sample list of previously approved activities is included with this mailing. If you have additional questions or need assistance with ideas contact Julie Smith, OCHD, at 248-424-7132.

One important change from last year is that you must submit your plan and receive Oakland County Health Division (OCHD) approval PRIOR to submitting it to your legislative board or council. All plans must be submitted to OCHD by May 1, 2008. You will receive plan approval within two weeks of submission. The resolution authorizing the reimbursement request can then be submitted, along with invoices which must be received no later than September 15, 2008. (See: *Procedures for Reimbursement From the West Nile Virus Fund.*)

For regulatory related questions or concerns, State of Michigan contact information is:

- For mosquito control activities that include applying pesticides to surface waters, visit the Michigan Department of Environmental Quality (DEQ), Water Bureau at www.michigan.gov/deq, for Rule 97 Certification information and guidelines, or contact Sylvia Heaton at 517-373-1320. (Email: heatons@michigan.gov)

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- For pesticide-related issues, administration of pesticide laws or consumer complaints concerning pesticide usage visit The Michigan Department of Agriculture (MDA), Pesticide & Plant Pest Management Division website at www.michigan.gov/mda, or contact Thomas Benner at the MDA Region 7 Office at 248-356-1701. (Email: bennerT9@michigan.gov)

Specific information regarding reimbursement procedures, including required documentation and due dates, are included in this training packet. If you have questions, contact Julie Smith at 248-424-7132.

Sincerely,

OAKLAND COUNTY HEALTH DIVISION
Department of Health and Human Services



George J. Miller, MA
Manager/Health Officer

GJM:cjh

Enclosure

**PROCEDURES FOR REIMBURSEMENT FROM
THE WEST NILE VIRUS FUND**

The City, Village, or Township (CVT) shall submit all correspondence to:

Timothy J. Soave, Manager Oakland County Fiscal Services Division
Executive Office Building, Third Floor West
2100 Pontiac Lake Rd
Waterford, MI 48328

1. In order to obtain reimbursement from the West Nile Virus Fund, for eligible expenses, each CVT shall submit the following to the address above:
 - a. Project expense reimbursement request by **May 1, 2008** which state the project purpose and scope, estimated or actual costs, including any support detail, to insure compliance with Board of Commissioner approved policies for the West Nile Virus Fund and is otherwise authorized by law;
 - b. A resolution authorizing the reimbursement request adopted by the CVT's legislative board or council by **September 15, 2008**
 - c. Documentation of actual cost borne by the CVT in conjunction with the project plan once work is completed. Note: A CVT may request pre-project authorization (requesting an allocation prior to completion of work. If a CVT requests pre-project authorization, invoices of actual cost are to be submitted once work is completed, by **September 15, 2008**.
2. The Fiscal Services Division will notify the Health Division of the receipt of the project plan and/or reimbursement request. The Health Division shall determine if the plan/reimbursement request complies with Board of Commissioner approved policies for the West Nile Virus Fund and is otherwise authorized by law.
3. Upon receipt of Health Division approval, the Fiscal Services Division shall notify the County Commissioner(s) representing a CVT of receipt of the reimbursement request. Fiscal Services shall process the reimbursement request and recommend to the General Government and Finance Committees of the Board of Commissioners the approval of a disbursement request that is supported by an existing Board of Commissioner appropriation and meets the requirements of law and this resolution.
4. Recognizing that Michigan law imposes differing voting requirements for authorizing County financial participation in projects eligible for reimbursement under this resolution, no CVT shall receive any disbursement for the West Nile Virus Fund until their authorized request has been approved for disbursement by the Board of Commissioners, via a resolution sponsored by the Commissioner(s) representing the CVT and adopted by the affirmative voting margin required by law.
5. If project pre-approval is used, upon approval by the Board of Commissioners, the CVT shall direct all requests for reimbursement of amounts expended or to be expended by the CVT in connection with project expenses eligible for reimbursement to the Fiscal Services Division. The Fiscal Services Division will then process the reimbursement request.

Any undisbursed amount(s) remaining after September 30, 2008 except where authorized through a pre-project authorization application filed not later than August 1, 2008, shall be maintained in the West Nile Virus Fund until finally distributed according to subsequent Board action. In the event that the West Nile Virus Fund is closed, any remaining fund balance shall be transferred to the General Fund.