

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING**

May 24, 2012
3:30 p.m.

Tentative minutes to be acted upon at July 26, 2012 meeting.

Meeting called to order at 3:30 p.m. by Chair Nielsen.

Roll call.

Pledge of Allegiance

Members Present:

Marcia Stobie, Benzie County Board of Commissioners
Dr. Richard Nielsen, Benzie County Member at Large
David Marshall, Leelanau County Board of Commissioners
James Schaub, Leelanau County Board of Commissioners
Mary Tonneberger, Leelanau County Member at Large

Excused:

Anne Damm, Benzie County Board of Commissioners

Administration Present:

William Crawford, Health Officer and Director of Environmental Health Services
Jenifer Murray, Director of Personal Health Services
Dodie Putney, Director of Administrative Services, video-conference-Benzie office

Excused:

Dr. Michael Collins, Medical Director

Staff:

Deborah Aldridge

Guests:

See Guest List in record

Public Comments:

None

Staff Presentation:

A. Deborah Aldridge, Personal Health Supervisor, presented the WIC program and its value to Health Department's clients.

1. Health Officer:

Crawford discussed the Septic Regulation Rewrite. He stated after conversation with the

attorney, they need more time for clarification. Crawford will meet with the Environmental Health staff to discuss the changes and plans to have the new sewage regulations brought to the next board meeting on July 26, 2012

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Motion: by Tonneberger, seconded by Marshall to approve the Accounts Payable in the amount of \$164,192.58.

Voice vote: 5 ayes **Motion carried**

Motion: by Tonneberger, seconded by Marshall to approve the Accounts Payable in the amount of \$157,767.61.

Discussion followed.

Voice vote: 5 ayes **Motion carried**

B. January 2012-Financial Statements-

Motion: by Tonneberger, seconded by Stobie to approve the January, 2012 Financial Statements.

Voice vote: 5 ayes **Motion carried**

C. April 2012- Financial Statements-

Motion: by Tonneberger, seconded by Stobie to approve the April, 2012 Financial Statements.

Discussion followed.

Voice vote: 5 ayes **Motion carried**

D. Michigan Employees Retirement System (MERS) Resolution – MERS Loan Addendum- Putney explained this resolution is to allow employees to borrow money from their defined contribution retirement account. This does not apply to defined benefit.

Motion: by Tonneberger, seconded by Schaub to authorize the Health Officer to complete the resolution allowing employees to borrow money from their defined contribution retirement account.

Ayes: Schaub, Nielsen, Stobie, Marshall and Tonneberger

Nays: None **Motion carried**

E. Amended Budget – FY 2011-2012

Putney explained the amended budget will be in the black. Putney stated there is no change in Environmental Health revenue. Although MIHP numbers have increased, staff was increased as well to accommodate the client's needs. Putney stated Administration met with The Health Department of Northwest Michigan to discuss how to possibly generate more revenue. Nielsen stated its good news we are going in the right direction.

Motion: by Tonneberger, seconded by Marshall to accept the amended budget.

Discussion followed.

Voice vote: 5 ayes **Motion carried**

F. Local Appropriation Request –

Crawford stated the health department is asking a total of \$208,747.00 from Benzie County. This is an \$18,142.00 increase from FY 2010-2011. The health department is asking for \$272,997.73 from Leelanau County. This is a \$7,570.00 increase from FY 2010-2011.

The reason the increase is so much higher for Benzie than Leelanau is the fact Benzie County has not given an increase in the last two years. The health department is requesting the amount they would be paying if they had given the increases. The three options we have if we do not get the increase we are asking for would be to cut programs, increase fees or disband the health department. Fee increases would likely be the route we would take. Service to the public has already been reduced to four days a week at the Environmental Health front desk.

Motion: by Tonneberger, seconded by Marshall to approve the Local Appropriations request.

Voice vote: 5 ayes

3. Staff Reports:

A. Administrative-

Putney stated things are going well with the new Insight software since we went live on May 3, 2012. Explained the Honor Bank checking account was overdrawn and staff is working diligently to try and find the error. Transferred the funds to cover the overdraft.

B. Environmental Health-
None

C. Personal Health-

Murray stated the electronic medical record software is going well.

Public Comments:

None

Board Comments:

Schaub asked why Leelanau County needed the early childhood millage. Murray explained the most crucial time for brain development in a child is from 0-5 years, with 0-1 year being the most important. The millage dollars would be used to support programming to support parents of children 0-5 years of age in Leelanau County. Home visits, parenting education and group playgroups, childcare provider supports and education and training as well as data collection and evaluation would be what the dollars would be used for. Murray strongly recommends supporting the millage as the health of children 0-5 years of age is an important public health priority. Research has shown that programming to support families with children in this age range decreases the number of children entering special education, decreases child abuse and neglect, and promotes children entering kindergarten ready to learn.

Crawford discussed Marshall's e-mail request to modify how the board packet is sent out. Staff will review the process.

Chair Nielsen adjourned meeting at 4:45 p.m.

Dr. Richard Nielsen, Chair

Heidi Roper, Recording Secretary

DRAFT