

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

July 26, 2012  
3:30 p.m.

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

**Excused:**

Mary Tonneberger, Leelanau County Member at Large  
James Schaub, Leelanau County Board of Commissioners

**Administration Present:**

Jenifer Murray, Acting Health Officer and Director of Personal Health Services  
Dodie Putney, Director of Administrative Services  
Tom Fountain, Environmental Health Director  
Dr. Michael Collins, Medical Director

**Staff:** Michelle Klein

**Guests:** See Guest Lists in record, Benzie office  
John Popa, video conference, Leelanau office

Nielsen stated since we do not have a quorum we will move on to public comment until Anne Damm arrives.

**Public Comments:**

Members of the Platte Lake Improvement Association requested a slot on the agenda for the September 27, 2012 meeting to present a proposal of an alternative grey water system for holding tank sites on the south shore of Big Platte Lake.

Jerry Heiman, a PLIA member asked what is going to be done about the 1991 Article IX regulation for the 10 year right to use. Spoke with Crawford one year ago and have been exchanging e-mails, was expecting a letter a month ago regarding the list of properties to be inspected for the Article IX inspections. Tom Fountain stated he will look into the progress of the letter.

Damm arrived at 3:45 p.m.

Nielsen stated the Benzie County Board of Commissioners need to be asked what their expectations are regarding the 10 year right to use as they put this regulation in place. Stobie commented the members of the PLIA should get on the agenda for a Benzie County Board of Commissioners meeting. Nielsen suggested a possible solution would be a part time Sanitarian following through with the inspections, paid for by user fees.

John Popa asked why it is taking so long for the Health Department to pass the code change. It's been going on for 3 years, can't understand why it is taking so long. The draft is done, waiting to go to the Leelanau County Board of Commissioners.

Fountain expressed his need to meet with the Environmental Health staff to ensure the language is acceptable as this code is very complicated. We will need to have our attorney review the final draft. A staff meeting is set for August 28<sup>th</sup> to review the code changes.

Staff Presentation:

A. Michelle Klein, Emergency Preparedness Coordinator, explained the funding for Emergency Preparedness, the expectations of the Michigan Department of Community Health and some of the tasks that need to be accomplished.

Nielsen stated we now have a quorum; we can now approve the minutes and agenda.

Approval of Minutes:

**Motion:** by Marshall, seconded by Stobie to approve the minutes of the May 24, 2012 meeting. No additions or corrections.

**Voice vote: 4 ayes                      Motion carried**

**Motion:** by Marshall, seconded by Stobie to approve the minutes of the June 26, 2012 special meeting. No additions or corrections.

**Voice vote: 4 ayes                      Motion carried**

Approval of Agenda:

**Motion:** by Marshall, seconded by Stobie to approve the agenda with the addition of Item 2-D. – Early Retirement Proposal

**Voice vote: 4 ayes                      Motion carried**

1. Health Officer Update- Jenifer Murray, acting Health Officer:

Murray stated the transition we are in has created a stressful environment, but staff has come together and stayed strong. Effective July 16, 2012, Tom Fountain was hired as the Environmental Health Director. With our transition, Murray indicated we will have to adjust our Fiscal Year 2013 budget for staffing.

Murray reported that the Health Department is collaborating with area health care partners on 2 grant opportunities. One is a grant through the Michigan Dept of Community Health to prevent obesity through the promotion of fresh local fruits and vegetables in the summer school programs in area schools as well as promoting more access to area physical activity opportunities. Furthermore, if we are selected for funding, there will be a media campaign involving TV 9 & 10 as the media partner. Benzie and Leelanau Counties will be included as locations for the activities, although the Grand Traverse County Health Dept will be the fiduciary for the grant. The second grant opportunity is to promote regionalization of health department services as a way

to more effectively and efficiently deliver local public health services. The funder for this grant is the Robert Wood Johnson Foundation. The fiduciary for this potential grant would be the Health Department of NW Michigan with Benzie – Leelanau Health Dept as an active participant along with potentially 6 other health departments serving northern Michigan counties.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

**Motion:** by Nielsen, seconded by Damm to approve the Accounts Payable in the amount of \$175,050.36

**Voice vote: 4 ayes                      Motion carried**

B. June 2012-Financial Statements-

Putney stated we are doing better than budget, although it has to do with federal money we received for the Medicaid electronic health records incentive program. Environmental Health revenue is right on schedule. However, we have a \$6,100.00 legal expense from Jim Young that has to be factored in. We will more than likely be close to a balanced budget and not in the black. Discussion followed.

**Motion:** by Nielsen, seconded by Stobie to approve the June, 2012 financial statements.

**Voice vote: 4 ayes                      Motion carried**

C. Appointment of Jenifer Murray as permanent Health Officer and Director of Personal Health Services-

Nielsen stated with Jenifer's excellent background in this area, her performance and the fact she meets all of the requirements, the personnel and finance committee recommends she be appointed permanent Health Officer. She will be the Personal Health Director as well. Discussion followed.

**Motion:** by Stobie, seconded by Marshall to appoint Jenifer Murray as permanent Health Officer and Personal Health director.

**Voice vote: 4 ayes                      Motion carried**

D. Early Retirement Proposal-

Putney commented the one thing we have done in the past was offer early retirement with health insurance. At the time we did this Priority Health allowed it to be covered through our policy. They no longer allow the retiree to be covered under the Health Department's policy, they would have to purchase a policy of their own. The proposal is to offer a payout to the retiree for the cost of health insurance for four years until they reach the age of 65. There are three employees who qualify for the early retirement and the handout breaks down the cost to the Health Department. Discussion followed.

**Motion:** by Marshall, seconded by Damm to offer the eligible employees the early retirement insurance package presented in this meeting, contingent on final approval.

3. Staff Reports:

A. Administrative-

Putney reported the problem with the checking account has been solved. The monies

being transferred for payroll reflected the employee share of the FICA tax and not the employer.

Putney reported her, Murray and Fountain met with the Benzie County Budget Committee and County Administrator and we are not getting an increase in appropriations from Benzie County. Working on next year's budget is going to be a challenge. Nielsen commented with the lack of increase in appropriations it's going to be tough. Environmental Health can't bear the burden every year, it's going to have to be spread out across the entire Agency.

**B. Environmental Health-**

Fountain reported with this new position he is splitting his time 50% administrative duties and 50% field work. One goal as the new Director is to get staff cross trained in different areas of Environmental Health. Currently we do not have backup in certain programs. Excited to be the new EH director, dedicated to the department and want to see it succeed.

**C. Medical Director-**

Dr. Collins congratulated the Board of Health for appointing Jenifer as Health Officer, we are fortunate to have her.

Reported Michigan has been spared the epidemic that other states have had with Pertussis, but we will always be dealing with it. It is an old time disease that has never gone away. Munson is offering the TdaP vaccination to young mothers.

**D. Personal Health-**

In follow up to Dr. Collin's comments on Pertussis and TdaP for adults, Murray indicated that the health department also offers TdaP to women who participate in the departments women's health services.

Jenifer also indicated that the BLDHD is actively involved in a Community Health Needs Assessment (CHNA) process with area health departments and Munson Medical Center. After a variety of focus groups and analysis of secondary data, the CHNA workgroup is currently involved in ranking priority health issues to be acted upon over the next few years.

Public Comments:

None

Board Comments:

Nielsen stated the extra Sanitarian could possibly be used for doing the Article IX inspections. He asked if there can be enough revenue generated from that to pay for the staff time. Stobie reported a young mother was losing her house and had to have her well and septic inspected due to the Article IX ordinance. Wondered if we waive fees for this type of situation. Fountain said we do have a hardship case in place, it is up to the Health Officer to make that determination.

Chair Nielsen adjourned meeting at 5:22 p.m.

---

Dr. Richard Nielsen, Chair

---

Heidi Roper, Recording Secretary

DRAFT