

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

January 27, 2011
3:30 p.m.

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

Roll call.
Pledge of Allegiance

Members Present:

Anne Damm, Benzie County Board of Commissioners
James A. Schaub, Sr., Leelanau County Board of Commissioners
Mary Tonneberger, Leelanau County Member at Large
Dr. Richard Nielsen, Benzie County Member at Large

Excused:

David Shiflett, Leelanau County Board of Commissioners
Marcia Stobie, 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
Dr. Michael Collins, Medical Director

Staff: Chuck Grant, Clay McNitt

Guests: John Popa, Wayne Wunderlich

Approval of Minutes:

Motion: by Nielsen, seconded by Damm to approve the minutes of December 2, 2010 meeting as printed.

Voice vote: 4 ayes Motion carried.

Approval of Agenda:

Motion: by Nielsen, seconded by Schaub to approve agenda with the additions of:

1 - B. Report on Leelanau County Mound System meeting.

Appointment of Personnel and Finance Committee members and MALPH representative and alternate under Election of Officers.

3 - A. Remote access to Board of Health Meetings

Voice vote: 4 ayes Motion carried.

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Public comments:

John Popa requested permission to address the Board during the presentation of the report on the Mound System Meeting. Permission granted.

Election of Officers:

Crawford explained that the policy has been to alternate the Chair position between the counties every two years when there are or may be changes in Board Members. In 2009 however the chair position remained with Leelanau County because of the issues the Board faced at that time. The Vice-Chair position then is held by someone from the opposite county.

Crawford opened the floor for nominations.

Board Chair:

Motion: by Tonneberger, seconded by Damm to nominate Nielsen for the Chair position for a two period.

There were no further nominations.

Voice vote: 4 ayes Motion carried.

Board Vice-Chair:

Motion: by Schaub, seconded by Damm to nominate Tonneberger as Vice-Chair for a period of two years.

There were no further nominations.

Voice vote: 4 ayes Motion carried.

Board Secretary:

Motion: by Tonneberger, seconded by Schaub to nominate Damm as Secretary for a period of two years.

There were no further nominations.

Voice vote: 4 ayes Motion carried.

Appointments to Personnel and Finance Committee:

Nielsen stated that he and Tonneberger had served on the Personnel and Finance committee for the last few years. They both indicated a desire to remain on that committee. Nielsen appointed himself and Tonneberger to the Personnel and Finance Committee for a period of two years.

MALPH Representative and Alternate:

Crawford explained what MALPH represents and how it is helpful to local public health departments. He said that typically the Health Officer is the primary representative with an alternate from the Board of Health. Tonneberger has been the current alternate representative.

Motion: by Schaub, seconded by Damm to appoint Bill Crawford, Health Officer as the primary MALPH representative and Tonneberger as the alternative.

Voice vote: 4 ayes Motion carried.

1. Health Officer:

A. Special Use Zoning Change – Binsfeld Building –

Crawford reported that he had been working with the real estate agent and the Department attorney to obtain a special use zoning permit change for the Connie Binsfeld Resource Center that will allow expansion of business types. They had to wait for the completion of the refinancing of the mortgage because the previous financing limited the ability to rent to for-profit entities to 10 percent of the building. The new mortgage does not impose any limitations like this on the building. They hope to move forward with the rezoning request soon. Crawford also reported that the current realtor's contract will expire mid-April 2011. They would like to have this completed by then but the process is slow.

Schaub asked who would own the building when this mortgage is paid off.

Crawford said the Health Department is on the mortgage and would own the building when the mortgage is paid off. He stated that there is no clause governing the payoff term.

Tonneberger said that if someone would like to buy the building the Health Department could sell it to them and rent back from the new owner. However until the rezoning is approved it would be hard to sell because of the residential/agricultural limitations imposed by the current zoning.

Nielsen commented that currently the Health Department must subsidize the building costs, which takes money away from providing services to constituents.

There was a general discussion about educating all parties to the positive opportunities this would provide for the better use of the building.

Crawford will let the Board Members know how this issue is progressing.

B. Leelanau County Mound System Meeting Report –

Crawford distributed to the Board Members a report covering information about the current Environmental Health Regulations, mound systems, holding tank usage recommendations for Leelanau County and native soils information from other Departments in the State. Crawford explained that in May 2010 John Popa had presented a request to the Board of Health to consider changing the current code to allow mound systems in areas that have sub-standard system. Crawford said that they discussed issues regarding holding tanks; fill as opposed to natural soils and pros and cons of mound systems.

Tonneberger said that she had attended the meeting and complimented Crawford and Popa on a very nice presentation.

Crawford said that he would bring the recommendations back to the Board of Health to see what direction they would like him to pursue. He still has questions about the sites in question but thinks that there are certain ways to craft a change that would suit all parties. He said that we have a wonderful natural resource and it is the responsibility of the Health Department to guard and protect the environment and health of the residents in the District. John Popa thanked Crawford for bringing the issue back to the Board. He talked about the fact that there are no real statistics that prove benefits or detriments regarding mound systems. He also is interested in drafting something that would protect the environment and health of the individuals but would also address the substandard systems and replacing them in a manner that would be economically feasible. He noted that this is not a wetland issue and that some neighboring counties do allow mound systems in certain instances. He said that the lake associations are supportive of a change. It is time to clean up the marginal and poor systems by allowing mound systems. He feels this can be done

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in a safe manner.

Wayne Wunderlich asked if they were talking about mound systems or alternative treatment system. He feels it is time to work on an approach to correct the faulty systems with viable alternatives.

Chuck Grant, sanitarian Leelanau County, feels that there should be some amount of natural soils required. He feels that data also should be collected to confirm that mound systems would work in the proposed areas. He commented that a lot of property was sold for a lesser price because it was not suitable under the current code. There may be people who would be unhappy if the code were to change now and allow a system on that property.

Clay McNitt, sanitarian Leelanau County, stated that he has concerns about allowing mound systems. He feels there should be some type of minimum soil requirement. He said that he thinks about 90% of the holding tanks would not be able to replace their system because there are no suitable native soils. He is concerned about creating a situation that would not resolve the current issues.

Tonneberger would like the staff to examine the current mound requirements and look at modifications to soil requirements and bring back recommendations to the Board.

Damm wondered if there might be a pilot program that could be monitored to obtain information about the mound system effectiveness for disposing of sewage.

Tonneberger would like to see a report by the March meeting.

Nielsen commented that the Board had approached Leelanau County in the past to adopt a program like Benzie County has in place but without success.

Schaub said he would like to see statistics that would show the number of existing sites that might fit the criteria for a change. It is still no guarantee that the home owner would want to or could be financially able to make the changes. He feels that holding tank users are the priority right now.

Tonneberger suggested that Crawford contact Districts (IE: Ottawa, Northwest MI, Grand Traverse County, Central Michigan) with similar terrain to see how effective the mound systems are in their jurisdiction.

Nielsen asked Crawford to report back to the Board in March.

2. Personnel and Finance Committee Report:

A. Accounts Payable – Tonneberger presented the summary of the accounts payable.

Motion: by Tonneberger, seconded by Schaub to approve the accounts payable in the amount of \$184,895.51.

Discussion: Putney explained that the MSS/ISS payment totals only are listed on the accounts payable summary because of client confidentiality.

Voice vote: 4 ayes Motion carried.

B. December 2010 Financial Statements –

Motion: by Tonneberger, seconded by Schaub to acknowledge receipt of the December 31, 2010 financial statements.

Discussion:

Tonneberger said that she likes the pie chart presentation.

Nielsen pointed out that they must keep a sufficient amount in the fund balance and watch the cash on hand very carefully. There could be concern for a “payless payday” if

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payments from other entities were delayed and the cash on hand dipped too low. Putney noted that the fund balance is not just cash on hand but includes money owed to the Department also. She commented on changes in contractual services and salaries paid because of hiring a new Nurse Practitioner. She feels that they remain on track with the current budget. Before the end of the fiscal year, there will be two more budget amendments proposed to the Board.

Voice vote: 4 ayes Motion carried.

C. Proposed 2011 Board of Health Meeting Schedule –

Motion: by Tonneberger, seconded by Schaub to approve the schedule as presented.

Voice vote: 4 ayes Motion carried.

D. Adoption of a Resolution to Allow Loans from Employee Nationwide 457 Accounts –

Putney explained that the 457 account is strictly monies set aside by an employee into that deferred compensation account. The Health Department does not contribute money to that account. The employees lost the option of borrowing money from their defined contribution retirement account when it was recently switched from ICMA to MERS. By adopting this resolution, employees will have another option to obtain loans from their 457 account. The federal government imposes strict guidelines and regulations. The Health Department is just providing the opportunity.

Motion: by Tonneberger, seconded by Schaub to adopt the 457 resolution as presented.

Roll call vote: 4 ayes Motion carried.

E. Request to Change Immunization Administration Fees –

Murray reviewed the memo presented in the Board packet. She is recommending that the immunization administration fee that the Department is allowed to charge be increased from \$7 to \$10. This recommendation is coming from the Michigan Department of Community Health staff.

There was a general discussion about changing the fee to \$16 the maximum allowed for Medicaid reimbursement and what clients would be affected by this change. The administration fee also affects the amount of Medicaid immunization reimbursement that is received from the State. We can only request from Medicaid the amount that we charge. Murray stated that no one is refused service if they cannot pay the administrative fees and most of the clients served fall under the State VFC immunization program.

Motion: by Schaub, seconded by Tonneberger to change the immunization administration fee from \$7 to \$16 effective February 1, 2011.

Roll call vote: 4 ayes Motion carried.

3. Staff Reports:

B. Personal Health – Murray invited the new Board members to come for a tour of the Health Department.

A. Administrative Services – Putney explained that a single audit was required with the regular audit because of the amount of direct Federal funding the Department received for H1N1 and Emergency Preparedness. Ken Talsma will be attending the March meeting to present the audit report.

The Department is moving ahead to replace the CMHC computer program that is

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currently used by Personal and Environmental Health as well as Administration. They are planning for the clinical changes to be complete by October 1, 2011. She is working with the Health Department of Northwest Michigan on this project. A majority of the funding is coming from an Emergency Preparedness grant.

Nielsen asked what the possibilities are of providing video conferencing for the Board of Health meetings. He feels it would allow persons in both counties to attend and interact with the Board but not have to drive so far to do so.

There was a general discussion about whether Board Members could attend via video conference and still vote. One obstacle might be staffing after 4:30 to monitor the equipment. This could probably be worked out. There is no extra cost for the actual video conferencing.

Putney said they will try to have it worked out so they can video conference the March meeting.

C. Environmental Health – Crawford had nothing further to report.

D. Medical Director – Dr. Collins said that it has been quiet and no influenza outbreaks have been reported yet.

Public comment:

Wayne Wunderlich said that he would like the County to explore using the Resource Center for Commission on Aging purposes. He feels the money is there to purchase the Resource Center and allow the Health Department to go back to using their money to serve clients, not subsidize the building expenses.

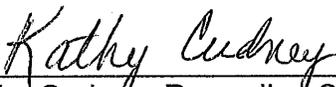
Board comments:

Schaub said it looks like a pretty healthy community from the reports he read in the welcome packet.

Motion: by Tonneberger, seconded by Schaub to adjourn. Meeting adjourned at 4:55 p.m.



Dr. Richard Nielsen, Chair



Kathy Cudney, Recording Secretary