

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

September 22, 2011  
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

James A. Schaub, Sr., Leelanau County Board of Commissioners

Mary Tonneberger, Leelanau County Member at Large

**Attending from Benzie office location non-voting:**

Anne Damm, Benzie County Board of Commissioners

**Absent:**

David Shiflett, Leelanau 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: None present

Guests: See guest list attached.

Approval of Minutes:

**Motion:** by Tonneberger, seconded by Schaub to approve the minutes of July 28, 2011 meeting as presented.

**Voice vote: 4 ayes      Motion carried.**

Approval of Agenda:

**Motion:** by Tonneberger, seconded by Schaub to approve agenda with the addition of Item 2. F. Proposed Anti-smoking Law Changes – Action/Discussion

**Voice vote: 4 ayes      Motion carried.**

Public comments: No public present at the Benzie location.

John Popa requested time to speak after Crawford's presentation of the survey results of Lake Leelanau and the recommended septic regulation changes.

Nielsen said that public comment would be allowed at that time.

1. Health Officer's Report:

A. Septic Regulation Survey of Lake Leelanau –  
And

B. Septic Regulation – Recommended Changes –

Crawford reviewed the survey results for the Lake Leelanau Septic System Study (see report presented in minutes). He explained the goal of the survey was to determine what impacts there would be if a change in the Environmental Health Regulations occurred. Crawford explained the various factors and methods used in determining the categories and numbers presented in the report. He does not recommend that the Board of Health support the complete four foot filling of soils to meet the current four feet of soil to seasonal high watertable. This is due to the risk to the sensitive surface and ground water resources in the county. He would consider a modification of the four feet of natural soils to as little as two feet if certain assurances could be met. The modification would cover both counties. Crawford proposes that along with staff they formulize recommendations for a change and bring them back to the December 1, 2011 meeting for the Board to consider and possibly act upon.

Public comment:

John Popa complimented Crawford and staff on doing a good job with the survey and report. He feels there are three reasons to change the code. One - it would allow for upgrading of current substandard septic systems. Two – lots that are currently deemed substandard could be developed. Three – it would encourage groups with current substandard systems or on holding tanks to consider collaborating to put in cluster systems. He would encourage the Board to go forward with proposed changes to the regulations.

Wayne Wunderlich asked if pre-treatment of effluent is needed in a mound system. Has this been considered in the recommended proposed changes.

Crawford replies that if a mound has a combination of natural and filled soils, pre-treatment of bacteria is not a major factor. If the site is without adequate space, pre-treatment would be required. The ATS regulations would continue to govern these cases.

Jim Kobberstad commented on a DNR campground that he had visited in Manistee County. They had a large mound system in a wetland area. The campground has been there since early 1980. He felt if there was problem with that type of system, that the DNR would not have placed the campground in that location.

Russell Kirt thanked John Popa for initiating the request for the recommended septic code changes. He feels that the Health Department needs to do something to help households located near wetlands do a better job of sewage disposal. He would consider changes if he could buy into a mound system. Kirt feels there are too many departments involved in determination of where and how septic systems are placed. He thinks cluster systems are a better idea than several individual systems.

Ron Erway said that he appreciated the work by everyone on this proposal. He wonders why you could not have 6 feet of fill rather than 4 feet or 2 feet.

Crawford commented on the fill options and reasons for that proposal. He feels that if the system does not have some natural soils and if the fill does not accept the waste, it will bleed out the sides into the surrounding wetlands. Crawford also stated that changes to the wetland regulations may be coming from the State.

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Tonneberger asked where 4 foot fill codes would be allowed.

Crawford said that they would be mostly inland counties away from the water.

Schaub asked for clarification of the 4 foot and 2 foot natural fill in relationship to the water level.

Crawford explained what would be required and how it would be constructed.

Stobie said she could not determine from the report the number of participants it would affect.

Crawford said he believes that it will encourage more off site or cluster systems. Economic reasons may influence decisions also. He reaffirmed that any recommended changes to the code would be for both counties in the District.

Nielsen asked if the consensus of the Board is to allow Crawford to proceed with the recommendations for septic regulation changes for the mound systems and to bring the recommendations back to the Board at the December 1, 2011, meeting.

Board members agree that is the direction they would like Crawford to proceed in.

Crawford reviewed the timeline that the changes would follow.

C. Taping of Meeting – Crawford said that a member from the BLDHD Board of Appeals requested that both the Board of Health and Board of Appeals meetings be audio taped. He said that the minutes are a summarization of the meeting and not a full transcript. Crawford would support this action. He will develop a policy for consideration at the next meeting with possible implementation at the March 2012 meeting.

2. Personnel and Finance Committee Report:

A. Accounts Payable –

**Motion:** by Tonneberger, seconded by Stobie to approve the accounts payable as presented in the amount of \$172,236.58.

**Voice vote:           4 ayes           Motion carried.**

B. August 2011 – Financial Statements –

**Motion:** by Tonneberger, seconded by Stobie to acknowledge receipt of the August 31, 2011, financial statements.

Discussion:

Putney explained that the reports reflect where the Department was at financially at the end of August.

Tonneberger noted that the current deficit was \$14,689.

**Voice vote:           4 ayes           Motion carried.**

C. FY 2010/2011 Budget Amendment #3 –

Putney explained that she had delayed sending the report in order to capture as many expenses as possible which would reflect more accurate year-end numbers. The \$29,887 deficit is a far cry from the \$2,800 in the black that was projected in the original proposed 2010/2011 budget. As she explained in her memo (included in the Board packet), Environmental Health revenues fell below expected numbers, accrual of payroll is reflected in this amendment, legal expenses for the Leelanau Building were above projected numbers and IRS increases in mileage reimbursement are some of the factors affecting the final numbers. There was a discussion about the fact that an increase number of

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unpaid work days can cause vacation banks to increase. The Department does not pay employees for unused personal days at the end of the fiscal year.

Stobie said that Benzie County is looking at adopting a similar policy for their employees. Schaub said that Leelanau County does not payout for unused personal/sick days.

**Motion:** by Tonneberger, seconded by Schaub to approve the FY 2010/2011 Budget Amendment #3 as presented.

**Discussion:**

Stobie asked if the deficit would be taken from the Fund Balance.

Nielsen said that yes it would and a discussion about the Fund Balance would occur during the presentation of the proposed 2011/2012 Budget.

**Voice vote:           4 ayes           Motion carried.**

D. Environmental Health Fee Changes –

Crawford reviewed the past reasons for fee changes. Unequal allocation levels between the two Counties can result in different fee values. If a County chooses not to increase allocations, fees in that County must be adjusted to recover the short fall. The proposed fee schedule reflects higher fees for Benzie County.

**Motion:** by Stobie, seconded by Tonneberger to approve the 2011-2012 Environmental Health Fees as proposed effective November 1, 2011.

**Voice vote:           4 ayes           Motion carried.**

E. Adoption of FY 2011-12 BLDHD Budget –

Putney distributed an information sheet explaining the factors that impacted the proposed 2011-2012 budget. The proposed budget is balanced but as we saw with this current year that can change.

Crawford said that there have been better years and there have been worse years. Currently we are experiencing the later. *later*

Nielsen commented that the Connie Binsfeld Resource Center continues to impact the budget on the negative side.

Putney reflected that if the Department had not had to absorb the deficit created by that building, they would be able to better weather the current economic climate.

There was a general discussion about how the new insurance changes could affect the Health Department budget.

**Motion:** by Tonneberger, seconded by Schaub to adopt the 2011/2012 Budget as proposed.

**Discussion:** Nielsen said that the budget as proposed is balanced and if it remains so at the end of the year that would be great but there are many things that could affect a change in it. If it is necessary to take more money from the fund balance, there could be days that there would be no cash on hand. He feels the staff should talk with other Health Departments to see what they are doing to manage in this economic time. Perhaps collaboration or combined services may be the answer.

There was a general discussion about the funding that has been lost and that effect on the budget.

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Nielsen feels the public and elected officials need to understand the economic distress that the Health Department is in and that staff and administration have worked diligently to reduce costs in all possible ways. Perhaps the Board can again approach the Board of Commissioners to make them see the Health Department funding needs. The Leelanau building continues to be a drain on the budget. Obtaining a renter at a reduced cost would be better than no rent income.

There was a discussion of possible scenarios for renting the building in ways that would not cost the Department more money.

Nielsen said that he would like administrative staff to review possible areas for more program cuts. If the commissioners were to see these facts perhaps they would change their minds.

Crawford said that staff has had an internal discussion about where various cuts could occur. He feels that collaboration or merger with other departments might be a future resolution to this problem. The goal of the Department is to provide good Public Health services in the best way possible.

Stobie asked if the increase in fees will generate the needed Environmental Health revenues.

Putney commented that she was conservative and cautious about adjusting fees in case they remain stagnant. The food service programs are the ones that remain stable.

Tonneberger said that she appreciates the efforts and concessions put forth by the staff in preparing this budget. She commented on the time it costs staff to work on projects such as the proposed regulation changes.

Stobie asked about data collections that are mandated by the State and their cost to the Department.

Putney said that yes this does take considerable time in some areas for her and insurance billing for the account clerk specialist. There was a general discussion of the electronic submission of reports and data.

**Voice vote: 4 ayes Motion carried.**

**2. F. Proposed Anti-smoking Law Changes –**

Tonneberger reported that Lisa Danto had been diligently monitoring the proposed law that would change the current anti-smoking regulations. Tonneberger would like the Board to send a letter requesting the legislators to vote against the changes. She feels that since this District was one of the first to pass anti-smoking regulations it might influence their decision.

Schaub said that personally he does not support this letter.

There was a general discussion about what should be presented in this letter.

**Motion:** by Tonneberger, seconded by Stobie to authorize Chair Nielsen to sign a letter from the BLDHD Board of Health to support not weakening the anti-smoking law that is now in place.

**Voice vote: 3 ayes 1 nay (Schaub) Motion carried.**

**3. Staff Reports:**

A. Administrative Services - Putney said that new computer servers purchased with H1N1

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monies have been recently installed. She appreciates staff patience with the conversion.

B. Environmental Health Director – Crawford had nothing more to report.

C. Personal Health Services – Murray commented on the staffing changes that have occurred. A public health tech was eliminated with the budget cuts. A nurse resigned and they have hired Kristie Gawne to fill that position. She will start on October 3, 2011. They have been juggling programs and duties to accommodate these changes.

The WIC program received a positive evaluation by the State. Murray stated that two public clinics will be held for flu vaccinations this year on October 17<sup>th</sup> in Benzie County and October 19<sup>th</sup> in Leelanau County.

D. Medical Director – Dr. Collins said that he had not been involved in any conversations regarding the State obesity questions. He said there have been no reported cases of influenza in the area.

There was a general discussion about the availability of vaccine and vaccination timing.

Public Comment: No public present in Benzie or Leelanau.

Board comment:

Stobie inquired about a resolution regarding a client voucher.

Murray and Crawford said that the issue was resolved.

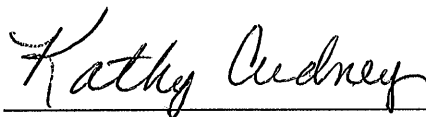
**Motion:** by Tonneberger, seconded by Stobie to adjourn. Meeting adjourned at 5:08 p.m.

**Voice vote: 4 ayes Motion carried.**



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Dr. Richard Nielsen, Chair



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Kathy Cudney, Recording Secretary