

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

November 17, 2016

4:00 p.m.

Tentative minutes to be acted upon at the January 27, 2017 meeting.
Meeting called to order at 4:01 p.m. by Chair Roger Griner

Pledge of Allegiance

Roll Call:

Roger Griner, Chairperson, Benzie County Board of Commissioners - present
Melinda Lautner, Leelanau Board of Commissioners - present
Carolyn Rentenbach, Leelanau County Board of Commissioners - present
Dr. George Ryckman, Benzie County Member at Large - present
Gary Sauer, Benzie County Board of Commissioners - present

A Quorum Was Present

Excused:

Marge McCulloch, Leelanau County Member at Large

Administration Present:

Lisa Peacock, Health Officer
Dodie Putney, Director of Administrative Services
Tom Fountain, Environmental Health Director
Michelle Klein, Personal Health Director
Dr. Joshua Meyerson, Medical Director

Approval of Minutes:

Motion: by Rentenbach, seconded by Sauer to approve the minutes of the
September 22, 2016 meeting as presented.

Voice vote: 5 yeas

Excused: Marge McCulloch Motion carried

Approval of the Agenda:

Motion: by Sauer, seconded by Lautner to approve the agenda as amended.

Voice vote: 5 yeas

Excused: Marge McCulloch Motion carried

Public Comment:

None present

1. Presentation of Community Health Assessment Data Site - Michelle Klein

The multi-county health assessment was completed last summer. Munson Health Care has a dash board available on their website,

<http://www.munsonhealthcare.org/CHNA-Community-Dashboard>

The dashboard offers graphs, charts and comparisons to other Munson service county areas, the State of Michigan and national data.

2. Health Officer Update - Lisa Peacock

1. Regional NMPHEP and AIM awards: The Northern Michigan Vaccine Preventable Disease Task Force was selected to receive the Alliance for Immunization in Michigan (AIM) Outstanding Achievement Award. The task force is a collaborative project led by Munson Community Health and includes our health department along with many other partners including schools and medical providers. They work together to protect Northern Michigan residents from vaccine preventable diseases. Dr. Meyerson and Michelle may further describe the work that led to this award.

The Northern Michigan Regional Public Health Emergency Preparedness Team (NMPHEP) was also selected as the recipient of the Michigan Department of Health and Human Services (MDHHS) Directors Award which is given in recognition of work that is both innovative and excellent in the field of public health. The work of this collaborative group was recently tested through our response to the frozen strawberry recall. Once our individual health departments were notified of the food facilities in our region who had received the identified product we were able to quickly implement our incident command structure and respond in a coordinated, efficient and consistent way to interview the food facilities, coordinate messaging to the public as well as medical providers, establish a hotline for public inquiries and arrange for post-exposure prophylaxis for those who were eligible. Dr. Meyerson and Michelle may further describe the current response.

2. State Innovation Model (SIM): To date the Northern Michigan Community Health Innovation Region (NMCHIR) has formed a steering committee that meets monthly as well as an Executive Committee which is able to spend more time processing deliverable documents and make recommendations to the full committee. A tool kit has been developed for steering committee members, which includes informational materials such as talking points, a PowerPoint, and a 2 page summary handout. The steering committee has completed a visioning session with Jane Sundmacher as well as completed a Charter and Memorandum of Understanding to further define the role of committee members. Two main workgroups are forming to accomplish the year one goals of the project: one surrounding Community Health Needs Assessment and Improvement Planning, and the other surrounding the Clinical-Community Linkages model which will connect individuals with high

risk health related social needs to appropriate care and resources. The high priority target populations are adults with chronic diseases, high utilizers of the Emergency Department, as well as moms and babies.

Griner talked about veterans in need in Benzie County. The suicide rate is high. In Benzie County the vet to population ratio is 10%. Griner suggested that we implement an outreach for example; a presentation to VFW and other organizations, informing vets about help available at the Benzie County Resource Center.

- 3. Health Department of Northwest Michigan (HDNWM) update:** My position at HDNWM will shift from Deputy Health Officer to Health Officer when Linda Yaroch retires as of February 1, 2017. Linda will stay on as the Executive Director of the Northern Michigan Community Health Innovation Region and so will continue to contribute her many years of expertise in public health to the region. Again, my responsibilities at BLDHD will remain the same and I look forward to even greater alignment in leadership between both agencies as we continue this shared arrangement. I have begun transitioning my responsibilities as a supervisor at HDNW and this will continue as we identify the new Deputy Health Officer there.
- 4. Benzie Resource Center:** Construction in the lower level is complete except for some finishing touches on the restrooms. The EH and Admin staff are moved in and functioning in their new space. Lower level meeting rooms became available for groups this afternoon. The renovation of the upper level dental and clinical areas are well underway. Dental services are continuing throughout but have shifted to the upper level conference room. We continue to have weekly conference calls with the builder which serves as a progress update as well as an opportunity to ask questions. The integration team is also working hard on clinic flow improvements that reduce congestion at the front desk. The project is on track to be finished by the end of the year.
- 5. Strategic Planning:** We will update our strategic plan with a facilitated session at our staff meeting on December 9. Through the Northern Michigan Public Health Alliance, we have engaged Emily Llore, Grand Traverse Area Regional Oral Health Coordinator, who is trained in the Technology of Participation process to facilitate the session. This process will further develop the 3 year plan that was established in December of 2012.

3. Personnel and Finance Committee Report-Personnel and Finance Committee
A. Accounts Payable - Action

Motion: by Sauer, seconded by Lautner to pay the bills in the amount of \$302,263.88.

Roll Call vote: yeas - Ryckman, Sauer, Rentenbach, Lautner, Griner

Excused: Marge McCulloch **Motion carried**

- B. Amend 2016-17 State License Food Service Fees - Action

Motion: by Sauer, seconded by Rentenbach to amend the food service license fees effective immediately.

Roll Call vote: yeas - Sauer, Lautner, Ryckman, Rentenbach, Griner

Excused: Marge McCulloch **Motion carried**

- C. Promotion of Autumn Jurek to County Coordinator - Action

Motion: by Rentenbach, seconded by Lautner to move Autumn Jurek from a PHN2 level to the level of County Coordinator.

Roll Call vote: yeas - Lautner, Ryckman, Rentenbach, Sauer, Griner

Excused: Marge McCulloch **Motion carried**

- D. Closure of the Health Dept for Staff Meeting Dec. 9, 2016.

Motion: by Sauer, seconded by Lautner to allow the Health Department to close to the public for a staff meeting December 9, 2016.

Voice vote: 5 yeas Excused: Marge McCulloch **Motion carried**

4. Staff Reports

- A. Administrative- Dodie Putney

- Audit scheduled for the end of December
- Charter / Spectrum contract for phones- switching soon
- New computer server to the Health Department soon up and running
- Building remodel is going good
- Credit card machine update - new card readers are ordered

- B. Environmental Health Director –Tom Fountain

Fountain reported the non-compliant failed sewage disposal system in Omena has been repaired and the property is now up to standards.

The Environmental Health division wrapped up the Cycle Six Accreditation two weeks ago with a visit from the MDEQ water unit. With the exception of one minor correction the Division received all 'METS' in the various indicators for food service, water supply and the sewage disposal

programs. Ironically, a recent audit of the MDEQ septage program in Lansing identified serious deficiencies within their department's programs.

Griner shared a nice compliment he received regarding one of our sanitarians.

C. Personal Health – Michelle Klein

- Netsmart conference update
- Emergency preparedness - drive-in flu clinic in Leelanau
- Tested a school day vaccine clinic in Glen Lake and Benzie Central
- Strawberry - Hep A - recall coordinated response

D. Medical Director – Dr. Joshua Meyerson

- Great America Smoke Out / tobacco use/ cancer statics
- House State Bill would allow County Medical Directors to provide a standing order to pharmacies for anyone to purchase Narcan -a drug that will reverse an opioid overdose.

Discussion followed.

Public Comment:

None Present

Board Comments:

Griner shared a letter from a Frankfort School elementary child to a veteran thanking him for their service.

Lautner asked if a link to Munson's Dashboard was available on the Health Department website. The link is available on the BLDHD website under 'Data'.

Adjournment

Motion: by Sauer, to adjourn the meeting. Chair adjourned the meeting at 5:37 p.m.

Roger Griner, Chair

Kristine Malkowski, Recording Secretary