BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
Wednesday, March 20, 2019 5:30 p.m.  
Benzie Resource Center  
6051 Frankfort Highway  
Benzonia, Mi 49616  

Chairperson Gary Sauer called the meeting to order at 5:30 pm  

Present were:  
Dr. Barbara Conley - Leelanau County Member at Large  
Carolyn Rentenbach – Leelanau County Board of Commissioners  
Gary Sauer - Benzie County Board of Commissioners  
Linda Farrell – Benzie County Board of Commissioners  
Dr. George Ryckman - Benzie County Member at Large  
Melinda Lautner - Leelanau County Board of Commissioners – arrived at 5:36  

Staff Present:  
Lisa Peacock – Health Officer  
Dodie Putney – Director of Administrative Services  
Eric Johnston – Environmental Health Director  
Michelle Klein - Director of Personal Health  

Excused:  
Dr. Joshua Myerson – Medical Director  

Absent-none  

Pledge of Allegiance  

Approval of Minutes:  
Motion by: Rentenbach to approve the Regular Board of Health Meeting of January 24, 2019.  
Seconded by: Conley  
Voice vote: 5 yea 0 nay 1 excused Motion carried  

Approval of the Agenda  
Motion by: Ryckman to approve agenda as presented.  
Seconded by: Rentenbach  
Voice vote: 5 yea 0 nay 1 excused Motion carried  

Public Comment – None  

Audit Presentation – Anderson, Tackman & Company  

Melinda Lautner arrived at 5:36 pm  

Doug Walton, from Anderson, Tackman and Company presented the findings of the 2018 audit.  
The Health Department has again received an Un-Modified Opinion which is the highest level of assurance.  

Financial Audit 2018  
Motion by: Lautner to accept the audit as presented  
Seconded by: Sauer  
Voice vote: 6 yea 0 nay 0 absent Motion carried
1. Public Health Advocacy Opportunity:
SAVE THE DATE for an upcoming opportunity to connect with our legislators on issues important to public health. Wednesday, April 10 is Public Health Day at the Capitol. The day opens with a presentation of the County Health Rankings including a presentation by our own Carrie Field on the MiThrive Community Health Needs Assessment. The Northern Michigan Public Health Alliance has scheduled appointments with all State legislators at their offices in Lansing throughout the day. Our advocacy workgroup is working on educational materials and will focus on the importance of full funding for essential services as well as current issues facing public health such as substance abuse, environmental contamination, and the rise of vaccine-preventable disease. If you would like to attend, please notify us for registration.

2. Northern Michigan Community Health Innovation Region:
The NMCHIR has about $100,000 grant from MDHHS to make a change in the homelessness response system with the health care sector through September 30. Working with our homelessness stakeholders, feedback from two community meetings, and a widely distributed survey, we’ve identified three strategies to propose:
   a. Pilot a system to coordinate referrals from discharge at the hospital and throughout community—from HUBs to CAA to Homelessness Coalition
   b. Develop training for homelessness stakeholders and health care stakeholders to increase awareness of homelessness, increase referrals to HUBs of people experiencing homelessness
   c. Provide community health worker training for care coordinators at Northwest Michigan Supportive Housing agency
A short video clip will be shown to demonstrate the impact social determinants have on health.

3. Maternal and Family Mental Health Needs:
Through our work in programs such as Maternal Infant Health Program and MomPower, we have recognized that pregnant and parenting families face significant challenges to accessing ongoing behavioral health services such as mental health support and substance abuse treatment. Together with our Community Mental Health partners across the region we are exploring a new grant opportunity to strengthen the system of care for families who have needs that fall outside of current available services. Please see the attached “spotlight” report on our current MomPower project.

Personnel and Finance Committee Report

Accounts Payable
Motion by: Rentenbach to approve Accounts Payable and pay them.
Seconded by: Conley
Voice vote: 6 yeas 0 nay 0 absent Motion carried

January 2019 Financial Statements
Putney reported that year to date we have a deficit which is typical this time of year. Putney predicts that entering into April and May we will start to pull out of it as environmental fees will be bringing in more revenue. Immunization fee revenue is still higher than anticipated due to private insurance billing. While environmental are still lower than budgeted we will start to see an increase in fee revenue in the upcoming months. Cost based reimbursement is right on target.
Motion by: Rentenbach to accept the Financial Statement as presented.
Seconded by: Lautner
Voice vote: 6 yeas 0 nay 0 absent Motion carried
Staff Reports

Medical Director- Dr. Joshua Meyerson - Excused

Administrative – Dodie Putney

Federal Government Auto Pay System:
Putney reported that in order to continue to receive payment from the Federal Government for services, the Health Department has to register under the System for Award Management (SAM) Payment registration system. The Health Department must renew every year and this year, there is a requirement for the entity to designate an entity administrator. The Director of Administrative Services is the position that acts on behalf of the Health Department in regard to banking institutions and is asking the Board to formalize this position be the entity administrator.

Federal Government’s System for Award Management (SAM)
Motion by: Sauer to confirm Dodie Putney, Director of Administrative Services, as the entity administrator to manage the entity’s registration record in the Federal Government’s System for Award Management (SAM).
Seconded by: Rentenbach
Voice vote: 6 yeas 0 nay 0 absent Motion carried

Putney touched base on discussion her and Peacock had with Ken Talsma from Anderson, Tackman and Company about separation of duties as we do not have a lot of Administrative Staff. They were able to work out distribution of duties amongst current staff to allow Putney to focus more on financial analysis rather than the month end process that takes up a large portion of her time. While Federal Law bounds duties done by just one individual. Certain duties can not be done by the same employee such as bank deposits and month end financials. Renee Youker has agreed to go from part-time to more of a full-time position, to relieve Putney of some of her responsibilities so that she is able to focus on financial statements and get needed information to Directors for them to apply for grants. Eric Johnston will be taking over doing banking deposits, to help during this transition of Administrative duties. Putney explained that while every other department has grown, Administration has stayed the same and its time to expand, which we were happy to be able to do so internally. We are hoping to implement these changes by May 1st.

Environmental Health Director – Eric Johnston

1. **PFAS (per-and polyfluoroalkyl substances)**
   The MDEQ issued a press release on February 25, 2019, indicating that funding has become available to provide quarterly monitoring for the facilities with total PFAS results between 10 and 70 ppt. Previously, it had been a recommendation that the facility do quarterly sampling, at their own expense, for at least one year to determine if the PFAS levels were fluctuating throughout the year. We have two facilities in our district that are eligible for this offer of assistance, Leland Public School and the Village of Northport. Some statistics of note:

   - 1,592 water supplies were sampled across Michigan for PFAS (1,114 public water supplies, 461 schools, & 17 tribal water systems)
   - Approximately 90% of the water systems sampled in Michigan were Non-Detect for PFAS compounds
   - Approximately 7% were found to contain very low concentrations of PFAS (< 10 ppt)
   - Approximately 3% were found to contain Total PFAS >10 ppt but did not exceed the EPA Lifetime Health Advisory of 70 ppt.
   - Only two water systems in Michigan were found to contain PFOA + PFOS > 70 ppt.
     - City of Parchment, Calhoun County
2. **Bahia Vista Site Condominium Clarification Agreement Recorded**

On March 7, 2019, the "Clarification Agreement – Water Well Testing Bahia Vista Site Condominium was recorded at the Leelanau County Register of Deeds. This clarification agreement does NOT amend the original master deed. It does, however, do the following:

1. Requires the Developer to provide a potential buyer of a unit with the clarification agreement which informs them of the Section 4.A requirements of the Master Deed.
2. Allows for a written agreement between the Developer and potential buyer, prior to sale of a Site Condo Unit, as to who will be responsible for:
   a. Implementing each of the requirements regarding the digging of wells and water testing
   b. Paying all associated costs
   c. Acknowledges that more than one well may be required to be drilled on a unit to find a suitable source of drinking water
   d. Shall not waive the guarantee of the Developer that potable water will be provided for any dwelling on a unit
   e. The refund of the purchase price and all well drilling and water testing costs, if the purchaser assumes any of the above (a & b) obligations and potable water cannot be obtained.
3. In the absence of a written agreement between the Developer and a potential buyer, where the buyer assumes specified responsibilities, the Developer shall implement all of the requirements of Section 4A

The whole intent of the agreement is to allow the Developer and a potential buyer to transfer or share in the implementation of Section 4.A. of the Master Deed and to allow the well drilling and testing to occur after a sale with safeguards for a potential buyer.

The agreement does not impose any new obligations on the Developer regarding Site Condo units that have been sold prior to July 1, 2018.

3. **Noncommunity Public Water Supply Program Evaluation, FY 2018**

On January 22 and 23, 2019, the MDEQ conducted an evaluation of our Noncommunity Public Water Supply Program for the Fiscal Year of 2018. They reviewed multiple files to assess that our program was meeting four Minimum Program Requirements (MPR). Their review found that our program met all four MPRs.

4. **Food Program Pre-Accreditation Visit**

Nick Dow and I met with Mr. Shane Green of the Michigan Department of Agriculture and Rural Development (MDARD) to go over the MPR’s that will be reviewed during our September 2019 Food Program Accreditation. At the end of our meeting, I felt we were in good shape with only a few areas of our policy that needed reviewing and updating. Nick and I will be following up on those areas. I want to thank Nick for being proactive by reaching out to MDARD to have this program review prior to the accreditation.

5. **Community Outreach Efforts**

We are constantly striving to find ways to provide our services to the public in a cost-effective way that is also convenient to the public we serve. As part of that effort:

1. We are now offering on-site Food Safety Manager Classes to our food facilities. Prior to now, anyone wishing to take this class would have to come to either our Leelanau or Benzie office. The on-site classes do cost slightly more ($10 per person), requires that 15 participants be in the class, and must be held at a location that can accommodate the technological needs of
teaching the class. The added cost is to cover our trainer’s time and travel. So far, one class has been provided in the Glen Lake area.

2. The Grand Traverse County Health Department-Noncommunity Water Supply Program (Type II) is in the process of making educational video’s for Type II facilities. At this time, they have made a 3-minute video of how to properly collect a routine coliform bacteria sample. The quality of the video is excellent. They will be making future videos for what to do if the routine bacteria sample result is “present” for total coliform or E. coli., what seasonal facilities need to do prior to opening to the public, etc. As a collaborative effort with the Northern Michigan Non-Community Workgroup, they will be sharing those videos with each Health Department in the workgroup. We will share those videos with facility owners, who will then have any easy way to review the information time and time again if they choose.

6. Suttons Bay Vapor Intrusion Update
The permanent vapor mitigation system is currently working properly. Indoor air samples were collected from the building on February 21, 2019, by Compliance Inc. The test results showed the presence of low levels of some VOC compounds, but no compound was found to be exceeding the non-residential recommended interim action screening level (RIASL). Mr. Brian Flickinger of the DEQ Remediation and Redevelopment Division (RRD), felt the results of the testing showed that the permanent vapor mitigation system is working properly. Therefore, the building can be occupied at this time. The DEQ-RRD will continue to require monitoring of the air quality in the building and will keep our Department updated.

7. Well Construction
As a follow-up to public comment during the January BOH meeting, I spoke with one of the individuals that spoke during the public comment section. My purpose for the discussion was to try and ascertain the scope of the problem as he perceived it and to delve deeper into other issues of concern. It was a productive phone call for me and the concerned citizen. It was his opinion that a vast majority of the well drillers in our area are trying to construct wells properly but that one local well drilling company (refused to give name) and some other companies from outside of our area are the cause of his (and others) concern. We, and the surrounding Health Departments, are aware of the local firm and are taking steps to ensure that they are following the Michigan Groundwater Quality Control Act. He also mentioned that when he goes to homes for a well repair situation, he has had to answer why the previous well contractor installed a component improperly. It has put him in an uncomfortable position that he would rather avoid. In the future, if he is in that situation again, I asked him to have the homeowner call our offices to lodge a complaint about the specific construction code violation. That way we can see if a pattern of complaints against a company, or how a component is being installed, reveals a problem that we can address. As I told him, if we don’t have that information we don’t know there is a problem.

Personal Health - Michelle Klein

The annual County Health Rankings were released yesterday and Klein shared information for Benzie and Leelanau Counties. Leelanau County is ranked #1 for health outcomes among the 84 counties in Michigan. Some of the included topics of discussion were Length of Life, Quality of Life, Health Behaviors, Clinical Care, Social and Economic Factors and Physical Environment. The website Klein gathered the data from is countyhealthrankings.org, where you can search different counties statistics from past years to current data.

She also passed out a flyer with 2018 WIC Food Costs by County and a WIC brochure. The flyer touched base on percentages of County participation in the WIC program. Between Benzie and Leelanau County the WIC program spent $365,000 in our area. This program is a nutritional and educational based program.
for expecting mothers and children up to age 5. In 2018, the Benzie and Leelanau District Health Departments served a combined total of 610 people in our counties, with our WIC program.

Klein wanted to personally share that we have such an awesome staff. A few mentions of some of our staff that have went above and beyond lately. Kerry Turner who is a health tech in Leelanau, has recently helped a frustrated family and they were so thankful that they brought Kerry flowers the next day to thank her. Another staff member is Diane Stier who is a nurse that works in our Community Connections Program and Munson Family Practice recognized her for going above and beyond. Klein would also like to mention Carolina Tabora-Cortez who is another Health Tech, she is volunteering her time to work on the childcare team for the MomPower group. Debbie Aldridge our Personal Health Supervisor was awarded The Michigan Public Health Association Award for Public Health Nursing Excellent Clinical Leadership. Klein commends all the staff for doing such a great job and would like to show her appreciation to all.

Pertussis has started going around and we have now had 7 cases reported in Leelanau County among school age children at St. Mary and Glen Lake schools. The vaccine for pertussis is about 70% effective, so when this disease circulates we will see some cases in both unvaccinated and vaccinated individuals although the disease will likely be less severe in someone who has been vaccinated. So far, 5 of the cases have been unvaccinated and 2 vaccinated. Healthy children and adults with Pertussis experience a severe cough that can last for several months. Infants, the elderly and those with other health conditions are more likely to become severely ill and require hospitalization. Pertussis vaccine is recommended for infants with a booster given at age 11-12. All adults should have at least one pertussis containing booster, as should grandparents and pregnant women.

The Health Department by mid-April will be carrying Naloxone (Narcan) which is used to reverse opioid overdose. We will have kits available at the Health Department for the public to pick up if needed. We will also have our home visiting staff carrying these kits so that if they are going to a home where opioid use is occurring they can leave a kit with them during a home visit.

Public Comment- None

Board Comments- Sauer wanted to thank everyone for changing the date, so that we could accommodate for everyone. From here on out he would like to try to stick with are set schedule for the year, if possible. Sauer also mentioned that on April 4th there is an opioid symposium at Little River Casino. He also called Curt VanderWall and Jack O’ Malley’s offices and let them know when upcoming meeting dates are for the year if they are able to attend.

Adjourn: The meeting adjourned at 7:38 pm

Gary Sauer, Chair

Renee Youker, Recording Secretary