

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, November 30, 2022 2:00 p.m.
Leelanau County Government Center
6527 E Government Center
Suttons Bay MI 49682**

Chairperson Dr. Barbara Conley called the meeting to order at 2:05 pm.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Ty Wessell – Leelanau County Board of Commissioners
Dr. Barbara Conley – Leelanau County Member at Large
Rhonda Nye – Benzie County Board of Commissioners
Dr. Mark Kuiper – Benzie County Member at Large
Patricia Soutas-Little – Leelanau County Board of Commissioners

Members Absent: None

Members Excused: None

Staff Present:

Dr. Joshua Meyerson – Medical Director
Dodie Putney – Director of Administrative Services
Eric Johnston – Director of Environmental Health
Michelle Klein - Director of Personal Health
Dan Thorell – Health Officer

Staff Excused: None

Guests Present: Attorney Jim Young – Via Teams

Pledge of Allegiance

Approval of Minutes:

Motion By: Wessell to approve the October 26, 2022, BOH meeting minutes.

Seconded By: Kuiper

Voice Vote: 6 yeas 0 nay 0 excused **Motion carried**

Approval of the Agenda:

Motion By: Sauer to approve the agenda with the revision that that any legal questions in regard to the revised Sanitary Code be moved before the first Public Comment section and that items 1. and 2. be reversed.

Seconded By: Wessell

Voice Vote: 6 yeas 0 nay 0 excused **Motion carried**

Legal Questions – Attorney Jim Young answered questions about what is legally considered a transfer of property. It is when a property deed has had a name change, such as adding an individual to the deed, or someone signing off their ownership rights to property and this is delivered to the Register of Deeds. When property trusts are formed, BLDHD would need to be notified of this as this would be a transfer of property

from the original owner to the trust. The issue with trusts is once they are formed individuals can be added to it, but the legality of the trust does not change, therefore a well or septic inspection would not be required after the initial formation. If individuals are being added or taken off deeds the percentage of ownership of the property has to shift so that one individual has more than a 50% ownership, than a transfer is considered.

Public Comment – None

Revised Sanitary Code

There was much discussion on when an inspection would occur for when a child or other individual was added to a deed. Would it happen at the time it was registered with the Register of Deeds, or would it happen when a death certificate was filed allowing the child/other individual full ownership of the property? It was also debated on what would be the best course of action for being informed for when this happened. It was suggested that the best way to handle a well and septic inspection to be enforced with a property transfer is by creating a policy that everyone could agree on. This policy would be approved by the BOH and could only be changed by the BOH.

Motion By: Conley to approve the District Sanitary Code with the amendment to remove the last sentence of Section 2.43 and with a stipulation that Benzie-Leelanau District Health Department will create a policy for affirming Benzie County's current practice for family property transfer.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper – yea, Soutas-Little-yea
6 yeas 0 nay 0 excused Motion carried

Revised Immunization Fee Schedule

Currently BLDHD charges a small administrative fee for providing immunizations. Every private insurance company, Medicaid and Medicare will pay a different set amount for services. BLDHD's Reimbursement Specialist researched how much on average the insurance companies were willing to pay for administration fees for immunizations and she assisted in creating a new fee schedule that better matched to what BLDHD could charge for immunizations. It was asked if the clients pay the difference of what an insurance company will reimburse BLDHD to what the actual cost is for the services. If a client has private insurance, they will not be billed the difference, the same thing for Medicaid or Medicare. If the client does not have insurance, they will be charged a \$10 administrative fee. If the client does not have the ability to pay, the fee will be waived.

Motion By: Sauer to accept the revised Immunization Fee Schedule.

Seconded By: Soutas-Little

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper – yea, Soutas-Little-yea
6 yeas 0 nay 0 excused Motion carried

Health Officer Update – Dan Thorell

A written report was distributed prior to the meeting for review. Please refer to it for details. The contract for Thorell as the official Health Officer for HDNWM will be voted on at December's HDNWM BOH meeting. The Oral Health Assessment Program should service approximately 300 kids in the Benzie and Leelanau Counties. Exams will be given by a dental hygienist during Kindergarten Roundups. Details are being finalized on how any further additional services will be provided or recommended. WIC is in the process of redoing their distribution of food products. Juice will be eliminated as one of the products a participant can receive, instead they will receive vouchers for more fresh produce.

Accounts Payable

Motion By: Sauer to approve accounts payable and pay the bills in the amount of \$312,669.58.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper – yea, Soutas-Little-yea
6 yeas 0 nay 0 excused Motion carried

September 2022 Financial Statements

Motion By: Soutas-Little to accept the financial statements as presented.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper - yea, Soutas-Little- yea
6 yeas 0 nays 0 excused **Motion carried**

October 2022 Financial Statements

Motion By: Wessell to accept the financial statements as presented.

Seconded By: Soutas-Little

Roll Call Vote: Sauer- yea, Nye- yea, Conley- yea, Wessell- yea, Kuiper – yea, Soutas-Little -yea
6 yeas 0 nays 0 excused **Motion carried**

Discussion: It was asked why BLDHD was starting the first month of the fiscal year with a large deficit. It was explained that revenue coming in for this month is typically slow. Also, there were some major expenditures that occurred, such as the roof for the Benzie Resource Center. The cost of this will be recouped as the year progresses through rent from the tenants.

Staff Reports:

Medical Director – Dr. Joshua Meyerson

A report was distributed prior to the meeting. Please refer to it for details. The best way to stop tobacco use is to prevent the start of it. A program had been started pre-Covid to help expectant mothers to quit smoking but had to stop once the pandemic began. It is in the process of starting back up. The number of teenagers that are smoking is down but the number vaping is up. It also has been studied that the percentage of smokers will go up as the rate of poverty goes up.

Personal Health – Michelle Klein

A report was distributed prior to the meeting. Please refer to it for details. It has been asked what can BLDHD do to bring up the immunization rate for the two counties. Klein responded that quarterly staff will produce and review a MCIRS report to see which clients are behind on their vaccinations. They then will contact clients that are behind on their immunizations and try to schedule them an appointment. They do this by calling the clients and sending letters in the mail. There have been vaccination clinics held at the local schools to try and get as many children vaccinated as possible. There also have been announcements and educational pieces put out on social media to address any concerns that there might be about vaccinations and to advertise when immunization clinics will be held. It was also discussed that some of the low vaccination rates happen in areas that the population tends to have a higher education. The residents will do their own research and conclude that they do not need a vaccination because there has not been an outbreak of the disease. The problem with this thought process is when the population has a lower immunity to the disease an outbreak becomes more of a possibility. Currently there are no vaccines for RSV, there is medication to help alleviate the symptoms for children.

Harm Reduction, the group that BLDHD has partnered with for the Safe Syringe program will be sponsoring a billboard that will educate the public that NARCAN kits are available at BLDHD. The grant writing contract for the RFPs to MDHHS for the School Wellness Program was discussed. The issues that were discussed about this process was there needs to be a review for when contracts are going to be over a certain dollar value. It was decided that a policy should be created for any contracts that will be over \$5,000 be brought before the BOH, that certain relationships should be excluded from being able to contract with BLDHD and if any relationships may be questionable that they be presented to the Board Chair before a contract is signed. It was also recommended that when the policy is drafted to have an attorney review it to make sure that it does not violate any current law.

Environmental Health – Eric Johnston

A report was distributed prior to the meeting. Please refer to it for details. January is Radon Awareness Month. The Give a Can Get a Kit, event will be happening through January for this.

Food Management Classes will be hosted in Benzie and Leelanau Counties in December. Both classes can hold 25 individuals. Every licensed restaurant is required to have a minimum of one person on staff who has a valid food safety manager certification. Nick Dow, our Food Service Program Supervisor, provides trainings and proctor's the exam. Nick also conducts all of the food facility inspections and is constantly attending trainings to sharpen his skills as an inspector and to stay up to date on new cooking processes. In addition to administering the entire food program, he also conducts a majority of our campground inspections, and all of our pool and body art facility inspections for both Counties. He was recognized by Director Johnston for the exemplary work he performs for our division and in the community.

Administrative – Dodie Putney

A report was distributed prior to the meeting. Please refer to it for details. BLDHD's audit is scheduled for the week of January 9, 2023. There will be a meeting about the space sharing at the Leelanau County Government Center. BLDHD would be paying part of the cost of the remodel, the percentage or dollar value has not been determined yet. Once it has been determined, this will be brought back to the BOH for approval. BLDHD will not be charged a direct rent for using space at the Leelanau Government Center but will be charged a percentage of the operating cost for the building. BLDHD is also in the process of renegotiating an extended lease with the Leelanau Montessori School. The new phone system will go live on December 9, 2022. The all-staff meeting will be held on December 2, 2022 at the Grow Benzie Building. The Covid Workforce Development Grant will be paying for this event.

Public Comment – None.

Board Comments – The BLDHD BOH By-laws review has been completed. Soutas-Little expressed her pleasure for being a member of the BLDHD BOH, as this was her last meeting as a BOH member. The Board and staff thanked Soutas-Little for her service on the BOH. Wessell thanked the BOH for passing the revised Sanitary Code.

Adjourn:

Motion By: Soutas-Little to adjourn the BOH meeting at 4:32 p.m.

Second By: Conley

Voice Vote: 6 yeas 0 nay 0 excused **Motion carried**

Barbara Conley M.D.

Dr. Barbara Conley, Chair

Shelley

Shelley Jablon, Recording Secretary