

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

September 25, 2014
4:00 p.m.

Tentative minutes to be acted upon at the November 20, 2014 meeting
Meeting called to order at 4:03 p.m. by Chair Lautner.

Roll call

A Quorum Was Present With The Following Members In Attendance:

Dr. George Ryckman, Benzie County Member at Large
Glen Rineer, Benzie County Board of Commissioners
Roger Griner, Benzie County Board of Commissioners
Marjorie McCulloch, Leelanau County Member at Large
Melinda Lautner, Leelanau County Board of Commissioners
Carolyn Rentenbach, Leelanau County Board of Commissioners

Pledge of Allegiance

Administration Present:

Dodie Putney, Director of Administrative Services, Interim Health Officer
Tom Fountain, Environmental Health Director
Michelle Klein, Director of Personal Health
Dr. Michael Collins, Medical Director

Staff:

None Present

Guests:

Jane Sundmacher, Health Department of Northwest Michigan
Heidi Britton, CEO of Northwest Michigan Health Services, Inc.
Lisa Vogler, Alward Fisher Rice Rowe & Graf

Approval of Minutes:

Motion: by McCulloch, seconded by Ryckman to approve the minutes of the
July 24, 2014 meeting with no additions or corrections.

Voice vote: 6 ayes Motion carried

Approval of Agenda:

Motion: by Rentenbach, seconded by Ryckman to approve the agenda with the addition of
#4. A - Closed Session to discuss pending litigation.

Voice vote: 6 ayes Motion carried

Public Comments:

David McCulloch asked the Board to reconsider putting the solid waste site at the Connie Binsfeld Resource Center.

1. Health Officer Update- Dodie Putney, Interim Health Officer:

A. Northern Michigan Public Health Alliance MOU -

Putney reported the final draft of the MOU is complete and Jane Sundmacher is present to request approval. Jane Sundmacher stated there was one change from the draft copy received at the July 24, 2014 meeting. Crawford County from District 10 was added. Lautner asked if the 30 day termination notice could be for any reason. Sundmacher stated it could be for any reason. Discussion followed.

Motion: by Rentenbach, seconded by Griner to accept the Memorandum of Understanding and authorize Chair Lautner to sign.

Voice vote: 6 ayes Motion carried

B. BLDHD Cross Jurisdictional Sharing Project Update -

Putney reported she, Tom Fountain and Michelle Klein met with Jane Sundmacher to establish what the RFP would look like when it is sent out to other health departments. It has been on hold until October 1, 2014 to secure the additional \$50,000.00 funding from the Department of Community Health. Putney stated she submitted a draft budget to the Department of Community Health on how the money would be spent. Mark Miller felt it was acceptable so now a work plan needs to be finalized. Jane Sundmacher is going to put together a draft Request for Proposal. The committee will meet again to establish a timeline.

C. Northwest Michigan Health Services Partnership -

Heidi Britton, CEO of the Northwest Michigan Health Services reported the Federal Government has released an opportunity for a new access point which is an opportunity for entities to apply to become a Federally Qualified Health Center. NWMHS is already a Federally Qualified Health Center, but have an opportunity to apply for funding of \$650,000.00 to put up another site. The NWMHS is looking to partner with the Benzie-Leelanau District Health Department for patients to be seen for all services under one roof. Would like to put a primary care location within the Benzie Community Resource Center and integrate with public health, mental health and any other social services by creating a community space for residents. They are looking at renovating the unfinished portion of the Benzie Community Resource Center if the funding comes through. The application for the funding is due next week, however, if the funding gets approved we won't know until next May. Putney reported she did write a letter of support in NWMHS' grant application for trying to establish an access point in Benzie County. Discussion followed.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Motion: by Rineer, seconded by McCulloch to approve the Accounts Payable in the amount of \$163,861.85

Voice vote: 6 ayes Motion carried

B. August 2014 – Financial Statements-

Putney reported August looks great, however, it won't carry over to September as we do have large expenditures that come out at the end of the fiscal year. The final amended budget is more realistic of where the budget is going to end up. Environmental Health fees are doing great as it has been a very busy year, however, it has been very taxing on our Sanitarians as we didn't hire a summer sanitarian this year. Hat's off to the sanitarians for doing a great job and trying to keep up. Discussion followed.

Motion: by McCulloch, seconded by Rineer to acknowledge receipt of the August, 2014 financial statements.

Voice vote: 6 ayes Motion carried

C. FY 2014 Final Budget –

Putney reported the budget will be in the black, however it could change after the audit as auditors look at accruals. Putney stated she credits staff for being in the black. Ruth Griner orders our clinical supplies and she has saved us over \$6,000.00 in pharmacy. Kris Malkowski orders our general office supplies and is very good at keeping our costs down. Everyone in the agency has worked hard. Staff is stretched but it has paid off. Discussion followed.

Motion: by Rineer, seconded by Rentenbach to approve the FY 2014 Final Budget

Voice vote: 6 ayes Motion carried

D. Adoption of EH Fees For FY 2015 -

Fountain reported the sewage fees were increased by an average of one and a half percent. The point of sale fees were increased to reflect more realistic time and work for the inspections. Irrigation well permits were added to the fee schedule and is lower than a residential well due to the fact the water does not have to be tested for irrigation. Food service fees were increased slightly due to increases from Lansing. Discussion followed.

Motion: by Griner, seconded by Ryckman to adopt the EH fees for FY 2015 to take effect November 1, 2014.

Voice vote: 6 ayes Motion carried

E. FY 2015 Budget Adoption -

Putney stated the 2015 budget is a balanced budget. Putney put in \$21,000.00 for a Health Officer. This budget includes a 2% pay increase for staff and a .25 summer sanitarian. Discussion followed.

Motion: by Rineer, seconded by Rentenbach to adopt the FY 2015 budget.

Voice vote: 6 ayes Motion carried

F. Health Department closure on December 12, 2014 for Annual All Staff Meeting - Putney reported the Health Department will be holding their annual all day staff meeting on December 12, 2014. It's an opportunity to go over emergency preparedness procedures, blood born pathogen training, and any training required by OSHA. A luncheon is provided and paid for by the administrative staff. The cost of the luncheon does not come out of health department funds.

Motion: by Rineer, seconded by Rentenbach to approve the closing of both offices on December 12, 2014 for the annual all day staff meeting.

Voice vote: 6 ayes Motion carried

Lautner commented she would like to see the Board of Health pass a hat to help with the company luncheon expenses at the November 20, 2014 board meeting.

3. Staff Reports:

A. Administrative- Dodie Putney

Putney reported over the last six months our long distance bill has been \$7,000.00 to \$9,000.00 a month. It has been narrowed down to the 800 numbers being hacked. Putney has been working with AT & T and has received credit each month. Due to the fact the 800 numbers rarely get used anymore as a result of cell phones, the 800 numbers are going to be shut down. Discussion followed.

B. Environmental Health- Tom Fountain

Fountain reported the accreditation process is completed. There were a couple of "met with conditions" for the food service accreditation process last winter. MDARD did their follow-up visit last month and we are now in full compliance. The DEQ had issues with MPR 2.1 and 2.2. A correction plan was submitted, as of this morning we are fully met with all conditions.

Fountain reported a year ago this board approved a proposal from the Platte Lake Improvement Association to allow five experimental grey water systems. The Association won a settlement from the DNR for pollution of phosphorous in the Platte River from the Fish Hatchery. They were rewarded money to do studies. As of this date, no systems have gone in. A Leelanau County resident is interested in trying one of these systems and the Platte Lake Improvement Association has agreed to allow one of these systems to go in Leelanau County. Funds from a settlement in Benzie County may be used to partially install this system in Leelanau County.

Fountain reported beach monitoring ended Labor Day weekend. Word has it the beach monitoring funding is already in place for next year.

Fountain stated the grant Wendy Trute from Grand Traverse County requested for beach safety signage and buoys has been rewarded. Benzie and Leelanau County will be getting thirty to forty of these posts which will be placed on our beaches. Discussion followed.

C. Personal Health- Michelle Klein

Klein reported we are still waiting for our flu vaccine to come in. There will be one flu clinic held in Benzie County on October 14, 2014. There will not be a clinic held in Leelanau County as there is not a need for it.

School has started and therefore phone calls about lice have started coming in. The Leelanau Family Coordinating Council helped us purchase lice medication last year and

Benzie County just approved the same thing. We will have a supply in both counties for families that cannot afford the supplies.

D. Medical Director- Dr. Michael Collins, MD

Dr. Collins reported the Enterovirus is here. There have been only three cases actually proven in Michigan and none of them are from our region. Only one specimen has even been sent from our region. It doesn't make a difference in the care of the patients as there is no specific treatment for it, it's just a matter of handling the symptoms.

Dr. Collins stated the nightmare of Ebola in West Africa is appalling. The only real effect here is Health Departments have been working with Munson to be sure there is plan in place for those who come back from these countries and happen to get sick. There is a plan for isolation of these patients.

Dr. Collins reported on the increase in waivers for immunizations in schools. The publicity it has gotten is good for the community to be aware of where we stand on the issue.

Closed Session:

Motion: by Griner, seconded by Ryckman to go into closed session to consult matters with our legal counsel regarding pending litigation, Crawford v. Benzie-Leelanau District Health Department, et al, to discuss attorney advice, recommendations, and status of the litigation as allowed by Section 8 (e), MCL 15.268 of the Open Meetings Act.

Ayes: Griner, Rentenbach, Rineer, Lautner, Ryckman and McCulloch. **Nays:** None

Motion carried

Entered closed session at 5:25 p.m.

Motion: by Griner, seconded by Rentenbach to leave closed session and re-enter open session.

Voice vote: 6 ayes Motion carried

Reopened public session at 5:45 p.m.

Public Comments:

None

Board Comments:

None

Motion: by Rentenbach, seconded by Griner to adjourn the meeting.

Voice vote: 6 ayes Motion carried

Chair Lautner adjourned meeting at 5:46 p.m.

Melinda Lautner, Chair

Heidi Roper, Recording Secretary

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