

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

January 22, 2015
4:00 p.m.

Tentative minutes to be acted upon at the March 26, 2015 meeting
Meeting called to order at 4:00 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
Roger Griner, Benzie County Board of Commissioners
Marjorie McCulloch, Leelanau County Member at Large
Carolyn Rentenbach, Leelanau County Board of Commissioners
Melinda Lautner, 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:

William Crawford

Guests:

David McCulloch
Bob Haske, Anderson, Tackman & Company, PLC

Approval of Minutes:

Motion: by Griner, seconded by Rentenbach to approve the minutes of the
November 20, 2014 meeting with no additions or corrections.

Voice vote: 5 ayes Motion carried

Approval of Agenda:

Motion: by McCulloch, seconded by Griner to approve the agenda.

Voice vote: 5 ayes Motion carried

Election of Officers:

Discussion focused on the rotation of officers between the two counties. Lautner stated It is time for a Benzie County representative to be Chair.

Motion: by McCulloch, seconded by Rentenbach to appoint Roger Griner as Chair.

Voice vote: 5 ayes Motion carried

Motion: by Rentenbach, seconded by Griner to appoint Melinda Lautner as Vice-Chair.

Voice vote: 5 ayes Motion carried

Public Comments:

None

Audit Presentation:

Bob Haske from Anderson, Tackman & Company., PLC presented the 2013-2014 annual audit. Bob stated it was an unmodified opinion of the audit which is the best audit finding that an agency can obtain.

Motion: by Lautner, seconded by Rentenbach to accept the 2013-2014 audit as presented.

Voice vote: 5 ayes Motion carried

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

A. Request for Proposal (RFP) - Letters of Interest-

Putney reported the approved request for proposal (RFP) was mailed the day after the November 20, 2014 meeting. Putney has heard back from two health departments that expressed interest in contracting with us for health officer, medical director, data management and billing services. Health Department of Northwest Michigan which is in Charlevoix, and District Health Department #2 which is on the east side of the state. Putney recommends we move forward with the Health Department of Northwest Michigan as the Benzie-Leelanau District Health Department was modeled after them when we were created in 1996. Many of our programs are similar, we already contract data management services with them and they are currently within our State's prosperity region and the Munson medical system. Discussion followed.

Motion: by Lautner, seconded by Rentenbach to move forward with contracting services with the Health Department of Northwest Michigan for medical director, health officer, data management and billing services.

Voice vote: 5 ayes Motion carried

Putney stated we need to hire somebody to mediate the discussions, coordinate the project and oversee contracting with the Health Department of Northwest Michigan. Putney requested contracting with Jenifer Murray to oversee this project. Discussion followed.

Motion: by Rentenbach, seconded by Lautner to move forward in contracting services with Jenifer Murray for the purpose of coordinating the contractual process with the Health Department of Northwest Michigan. Said contract will be funded through the MDCH special funding grant in the amount of \$10,000.00 for a period from February 1 through September 30, 2015.

Voice vote: 5 ayes Motion carried

B. Benzie County Brownfield Redevelopment Authority Ratification on Letter of Support- Putney stated this is the same letter as we gave Benzie and Leelanau counties last year. Leelanau County received their grant and Benzie County did not. Benzie has reapplied this year so Putney changed the date on the letter and sent it to them.

Motion: by Rentenbach, seconded by Lautner to approve the Benzie County Brownfield Redevelopment Authority Ratification letter of support.

Voice vote: 5 ayes Motion carried

C. Recycling Site Contract-

Lautner apologized for nobody from Leelanau County contacting administration to discuss the contract and as a result there is no contract to approve. Discussion focused on the concerns and issues that need to be discussed and agreed upon. Putney will contact Trudy Galla to set up a meeting.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Motion: by McCulloch, seconded by Lautner to approve the Accounts Payable in the amount of \$161,102.46

Voice vote: 5 ayes Motion carried

B. December 2014 – Financial Statements-

Motion: by Rentenbach, seconded by Ryckman to acknowledge receipt of the December 2014 financial statements.

Voice vote: 5 ayes Motion carried

C. 2015 Board of Health Meeting Dates –

Motion: by Rentenbach, seconded by Ryckman to accept the meeting dates as presented.

Voice vote: 5 ayes Motion carried

D. Personnel and Finance Committee Appointment -

Lautner stated McCulloch is on the committee and is from Leelanau so we need someone from Benzie to also serve on the committee. Griner stated he would like to see Coury Carland be appointed to the committee. He is a new Benzie County commissioner who was appointed to the Board of Health at the Benzie County Board of Commissioners committee appointment meeting. The appointments have not been voted on and approved. That will take place at the next board of commissioners meeting on January 27,

2015.

Motion: by Lautner, seconded by Rentenbach to appoint Coury Carland to the personnel and finance committee pending approval of his Board of Health appointment at the next Benzie County commissioners meeting on January 27, 2015.

Voice vote: 5 ayes Motion carried

E. Benzie Environmental Health Secretary Position -

Putney stated she is asking the Board to approve the promotion of Kris Malkowski, the Benzie environmental health secretary, to office manager. Kris is extremely efficient, knowledgeable, and is currently performing the duties of office manager.

Motion: by Griner, seconded by McCulloch to approve the promotion of Kris Malkowski to office manager.

Voice vote: 5 ayes Motion carried

F. Lawsuit Update -

Putney reported an appeal has been filed. Putney stated our attorney, Lisa Vogler, has left the law firm of Alward Fisher Rice Rowe & Graf in Traverse City as she is opening her own law office in Beulah. When she left the previous law firm, MRMMA had some concerns and we had to fight to keep her as our attorney. We have an authorization from MRMMA that Lisa can continue on with the lawsuit even though she is on her own.

3. Staff Reports:

A. Administrative- Dodie Putney

Putney reported the Governor is planning on merging the Department of Community Health with Human Services but also wants to regionalize health departments. Putney passed out the existing Michigan local health department map along with the proposed local health department map the State has tentatively put together. Discussion followed.

Putney stated the Health Department was finally approved for accreditation. Mark Miller will be at the March meeting to present our certificate.

B. Environmental Health- Tom Fountain

Fountain reported the methamphetamine training was well received by the health department staff during the December annual staff meeting. Lt. Dan King from the Traverse Narcotics Team spent two hours educating staff regarding meth labs and meth outcomes. Lt. King described certain paraphernalia we should be looking for while conduction home visits.

Fountain reported the Leelanau clean water committee has printed 1400 brochures regarding septic system maintenance and will be mailed to riparian property owners. Fountain said the material is beneficial and the committee is doing good work for Leelanau County by promoting smart environmental health practices.

C. Personal Health- Michelle Klein

Klein updated the Board on the pertussis and measles outbreaks. Leelanau County had three reported cases of measles and there were approximately 20 pertussis cases. All of the cases reported were kids who attend school in Traverse City. The schools in

our district had no reported cases.

Klein stated the change in the Administrative Rules for immunization waivers was approved. As of January 1, 2015, anyone who wants a waiver has to come to the health department and meet with a nurse for an educational session. The nurse provides information related to the person's specific concerns and then will either approve or disapprove the waiver.

D. Medical Director- Dr. Michael Collins, MD

Dr. Collins passed out a regional flu graph he put together showing weekly totals of positive flu tests that are done at Munson's lab. This is a regional number, not just Grand Traverse. Collins stated he has been keeping these reports and this graph shows the difference between the years from 2010-2015. The graph shows the significance of how high the numbers are for 2015.

Public Comments:

McCulloch stated he will help with anything needed from the solid waste council.

Board Comments:

None

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

Voice vote: 5 ayes Motion carried

Chair Griner adjourned meeting at 5:25 p.m.

Roger Griner, Chair

Heidi Roper, Recording Secretary