

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

March 26, 2015
4:00 p.m.

Tentative minutes to be acted upon at the May 28, 2015 meeting
Meeting called to order at 4:00 p.m. by Chair Griner

Roll call

A Quorum Was Present With The Following Members In Attendance:

Gary Sauer, 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 - arrived 4:10 p.m.

Excused:

Dr. George Ryckman, Benzie County Member at Large

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, video conference - Leelanau office - 4:20 p.m. arrival

Staff:

None Present

Guests:

David McCulloch
Mark Miller, Michigan Department of Community Health

Approval of Minutes:

Motion: by Lautner, seconded by Sauer to approve the minutes of the
January 22, 2015 meeting with no additions or corrections.

Voice vote: 4 ayes Motion carried

There were no additions to the agenda

Public Comments:

None

Presentation of Accreditation Certificate:

Mark Miller from the Michigan Department of Community Health presented the Health Department's accreditation certificate to the Board. Miller reported the certificate represents a high level of achievement. Miller gave high praise to staff for meeting all of the stringent requirements.

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

A. Leelanau County Recycling Contract-

Discussion regarding the contract submitted by Trudy Galla not addressing lighting or surveillance cameras along with snowplowing and other unforeseen expenses. Rentenbach, Lautner and Griner agree it is not too much to ask the Solid Waste Commission to pay for surveillance cameras and motion sensor lighting. Lautner will talk with the Leelanau County Commissioners about paying for weekend snowplowing. Rentenbach stated it is the history of the county to pay for incidentals that may occur at the recycling sites.

Motion: by Lautner, seconded by McCulloch to approve the county recycling contract between Leelanau County and the Benzie Leelanau District Health Department with the amendment of the county providing video surveillance and motion sensor lighting under the county requirements. The Health Department will not be responsible for weekend snowplowing.

Ayes: Griner, Sauer, McCulloch, Rentenach and Lautner **Nays:** None

Motion Carried

Putney will contact Trudy Galla regarding the amendment to the contract.

B. Summary of Services-

Putney reported the summary of services is from October 2013 through September 2014. Putney thanked Klein and Fountain for collecting the data. The summary shows where local dollars and state funding goes. Putney will present it to the Benzie County Commissioners and the Leelanau County Commissioners at a later time.

C. Contract Status with HDNWM-

Putney reported Jenifer Murray put together assessments for each scope of services and has orchestrated meetings with Putney and administrative staff at the Health Department of Northwest Michigan. The goal is to come back to the May meeting with a proposed contract for services for health officer, medical director and data management with an effective date of July 1, 2015. They are not interested in the billing aspect, however, they will give us full support in getting us up and running. Discussion followed.

D. Governance in Action for Public Health-

Putney stated the survey in the board packet needs to be completed by each board member. There will be three videos the Board will be watching at the end of the meeting.

E. Local Public Health Mutual Aid Agreement-

Putney stated the agreement came out of the Public Health Alliance. Putney submitted it to our attorney Jim Young for review. Young felt the agreement is consistent with typical mutual aid agreements that are used in other areas. Discussion followed.

Motion: by Rentenbach, seconded by Lautner to enter in to the mutual aid agreement with Central Michigan District Health Department, District Health Department #4, District Health Department #10, Grand Traverse County Health Department and the Health Department of Northwest Michigan.

Voice vote: 5 ayes Motion carried

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Motion: by McCulloch, seconded by Lautner to approve the Accounts Payable in the amount of \$168,946.73

Ayes: Griner, Sauer, McCulloch, Rentenbach and Lautner **Nays:** None

Motion carried

B. January 2015 – Financial Statements-

Putney stated it was a typical January for us. It's not unusual to have a deficit in January, February and March. Putney thanked both counties for the extra monies in the appropriations which has helped keep the cash flow above \$10,000.00.

Motion: by Lautner, seconded by Rentenbach to acknowledge receipt of the January 2015 financial statements.

Voice vote: 5 ayes Motion carried

C. Personnel and Finance Committee Appointment–

Motion: by Lautner, seconded by Rentenbach to appoint Gary Sauer to the Personnel and Finance Committee.

Voice vote: 5 ayes Motion carried

D. Hire of Temporary, Part Time Tech -

Putney reported we have a Personal Health Tech on medical leave and have learned she is going to be out longer than anticipated. This puts us severely shorthanded. We had an opportunity to hire a temporary part time tech who knows WIC so there will be very minimal training.

Motion: by Rentenbach, seconded by Sauer to hire a temporary, part time tech.

Voice vote: 5 ayes Motion carried

3. Staff Reports:

A. Administrative- Dodie Putney

Putney reported there is a Day at the Capital put on by MALPH on April 22, 2015 and would like to invite any board members interested in attending. This is when we have an opportunity to meet with our legislators. Discussion followed. Rentenbach and Sauer will attend, Lautner is tentative.

Putney reported the empty space in the Leelanau office is being utilized by the food commodities, Samaritan's Closet is using it as temporary storage until they get things situated for their store, Leelanau Toys for Tots are storing leftover toys from last Christmas until the new year and Share Care stores their health equipment. We do not charge for this. A Children's Play Group which is in conjunction with Early Head Start meets there once a week. We do charge them \$25.00 per week for heat and electricity.

Putney stated we are looking to update our website. Right now when there are changes or postings we have to send it out. With the new website we can maintain it ourselves.

Putney reported we are on probation with the Office of Public Health Preparedness (OPHP) with our emergency preparedness funding as we only spent 94% of the funding instead of the required 98%. There was an error in payroll where one nurses staff time all went into the General Nursing program so Putney had to go back and make the corrections. Putney reported when on probation, the State just looks much closer at how the monies are being spent.

B. Environmental Health- Tom Fountain

Fountain updated the Board regarding the revised coliform rules being implemented in 2016. Fountain and Eric Johnston will be attending a two day workshop in Bay City next month sponsored and funded by the MDEQ.

Fountain reported the Leelanau clean water annual workshop was held on February 19, 2015 with approximately 40 people in attendance. Fountain presented a power point on septic system maintenance at the workshop.

Fountain and food service inspector Tom Rademacher attended the State MEHA annual educational conference in Traverse City last week. Over 350 were in attendance from across the State.

Fountain stated the Environmental Health Division is close to securing the new software "Health Space". Working on the details.

Fountain reported beach monitoring funding has been secured from the DEQ for 2015. We will be sampling five inland and seven great lakes locations starting June 24, 2015 through September 2, 2015. Samples will be collected on Wednesday mornings.

C. Personal Health- Michelle Klein

Klein reported in early March the Health Department underwent a review of the MIHP program. The MIHP program is available to pregnant women and infants up to one year of age who have Medicaid. A nurse, dietician and social worker provide education, support, case management, and referral through home and office visits. During the review, there were a couple small documentation items identified as areas of improvement, but otherwise we received very positive feedback from the reviewer. Our MIHP staff consists of five individuals, three nurses, a Registered Dietician and a Social Worker. Despite our small staff, we have a certified lactation consultant, a lactation educator, an infant mental health specialist, one nurse who speaks Spanish, and another who knows American Sign Language. The MIHP staff are dedicated to the families they serve and are to be commended for all they do.

Klein reported in 2014, the total amount of money provided to our community through the WIC program was \$463,910. 61% of the funds were for Benzie County residents, and 39% were for Leelanau County.

Klein reported the Health Department is collaborating with Parenting Communities and Early Head Start to provide playgroups in the school section of the Connie Binsfeld Resource Center. Community assessments through the Great Start Collaborative and through our own MIHP programs identified social isolation as a problem for many young families. The health department received a small grant from MDCH to help reduce address social isolation in both counties. One of the barriers for many families is the cost of gas to get to activities such as playgroups, so small portion of this grant will be used to purchase gas cards to give to families who attend the playgroups.

Klein reported the County Health Rankings were released today. Leelanau has remained #2 in the State and Benzie has dropped from #17 to #29. We haven't had a chance to closely analyze the data, but it appears that Benzie didn't have any drastic changes from last year's assessment so the drop may be due to improvements in other communities, particularly in areas such as the number of uninsured.

D. Medical Director- Dr. Michael Collins, MD

Dr. Collins stated he had a conversation with Dr. Meyerson about the transition to Meyerson being the medical director for the Benzie-Leelanau District Health Department, and he knows I am okay with this change. Dr. Collins stated he and Dr. Meyerson cover for each other a lot so it should make for a smooth transition.

Dr. Collins reported there were still eight positive blood tests for influenza at Munson last week. It's a lot weaker than the 200 plus cases we were getting per week at the peak of the season, but it means influenza is still around and smoldering in our area.

Public Comments:

None

Board Comments:

None

Putney presented three videos at 5:30 p.m.

- A. Public Health: A Primer - Part A
- B. Public Health: A Primer - Part B
- C. Operating as a Board of Health

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

Voice vote: 5 ayes Motion carried

Chair Griner adjourned meeting at 6:15 p.m.

Roger Griner, Chair

Heidi Roper, Recording Secretary