

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

May 28, 2015  
4:00 p.m.

**Tentative** minutes to be acted upon at the July 23, 2015 meeting  
Meeting called to order at 4:00 p.m. by Chair Griner

A Quorum Was Present With The Following Members In Attendance:

Gary Sauer, Benzie County Board of Commissioners  
Roger Griner, Benzie County Board of Commissioners  
Dr. George Ryckman, Benzie County Member at Large  
Marjorie McCulloch, Leelanau County Member at Large  
Melinda Lautner, Leelanau County Board of Commissioners

Excused:

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

Staff:

None Present

Guests:

David McCulloch, Leelanau Solid Waste Council  
Marcia Harris, Vice Chair of the Leelanau Solid Waste Council  
Bradley Rider, Health Department of Northwest Michigan  
Linda Yaroch, Health Department of Northwest Michigan

Approval of Minutes:

Lautner stated she feels the issue of the smelt dinner at the Sportsman's Club needs to be discussed. Fountain stated he planned to address that in his staff report.

**Motion:** by Ryckman, seconded by Lautner to approve the minutes of the March 26, 2015 meeting with no additions or corrections.

**Voice vote: 5 ayes            Motion carried**

There were no additions to the agenda

Public Comments:

Marcia Harris, Vice Chair of the Leelanau Solid Waste Council urges the board to approve the recycling contract.

David McCulloch stated there has to be a way to have sportsman's dinners to raise money without erroneous regulations. Fountain stated he will address the smelt dinner, what you read in the paper is not actually what happened.

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

A. Leelanau County Recycling Contract-

Putney reported she attended the meeting of the Leelanau County Solid Waste Council on May 5, 2015. Enclosed in the board packet is the revised contract. The difference is the addition of item number 7 per the request of the Northern Michigan Health Foundation. The Solid Waste Council will provide a camera with a DVD for the site. Putney would like the solid waste council to install the camera. McCulloch stated they would install the camera. Putney reported the camera is not in the contract, however, it is in the minutes of their meeting. Lautner stated the motion to accept the contract will be contingent on the camera being installed, maintained and in place for the duration of the one year contract. Putney stated there will be no lighting provided as any lighting would not comply with zoning. Snow plowing will be taken care of. If we go over the allocation we will go back to the solid waste council, and ask for additional funding to cover snow plowing costs.

**Motion:** by Lautner, seconded by Ryckman to approve the county recycling contract between Leelanau County and the Benzie Leelanau District Health Department for a county recycling site contingent on the camera being installed as discussed within the minutes of the solid waste council meeting on May 5, 2015.

**Voice vote: 5 ayes      Motion carried**

B. Contract with HDNWM -

Putney introduced Linda Yaroch, Health Officer for the Health Department of Northwest Michigan and Brad Rider, CFO and Director of Administrative Services for the Health Department of Northwest Michigan.

Yaroch reported on the contract between the Health Department of Northwest Michigan and the Benzie-Leelanau District Health Department for contracting services for Health Officer, Medical Director and IT services. Yaroch reported Mark Miller from MDHHS has approved the contract and the qualifications of Joshua Myerson, Medical Director and Lisa Peacock, Health Officer. Attorney Jim Young has also reviewed and approved the contract. The agreement now needs the approval from both the BLDHD Board of Health and the HDNWM Board of Health. If passed by this board today, Yaroch will take the contract to the HDNWM Board of Health meeting on June 2, 2015 for approval. Discussion followed.

**Motion:** by Sauer, seconded by Lautner to accept the contract between the Health Department of Northwest Michigan and the Benzie-Leelanau District Health Department for contracting services for Medical Director, Health Officer and IT services.

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

**Motion carried**

C. FOIA Policy -

Putney reported Jim Young put together the Resolution Establishing Policy for Freedom of Information Act Requests. This policy needs to be in effect by July 1, 2015. Putney stated she went to a training on May 27, 2015 which was very informative and educational. Putney stated she had to develop the fee schedule which is dictated by the FOIA Act. Discussion followed.

**Motion:** by Sauer, seconded by Lautner to accept the FOIA resolution and fee schedule effective July 1, 2015.

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

**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 \$170,833.58

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

**Motion carried**

B. April 2015 – Financial Statements-

Putney explained we are doing better than year to date projection. Things will even out, however, with EH permits up, the fees are adding a big reason why revenue is up. Expenditures are a little below budget, predicting we will come in a little in the black by the end of September.

**Motion:** by Lautner, seconded by Ryckman to acknowledge receipt of the April 2015 financial statements.

**Voice vote: 5 ayes**      **Motion carried**

C. Approval of Purchases –

1. SPS - Leelanau Phone Equipment and Installation

Putney explained the need for an upgrade of the phone system at the Leelanau office. Discussion followed regarding the phone system being IT phones. Putney is purchasing additional equipment needed from SPS and they will also install the system.

**Motion:** by Lautner, seconded by McCulloch to approve the purchase of the telephone system and installation through SPS for \$18,145.03 with the funding to come from the Emergency Preparedness funds.

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

**Motion Carried**

2. Abila Financial Software -

Putney reported the current CMHC software is no longer supported. The Health Department will maintain this software on our own, however, the HDNWM is already using this software and will provide support in getting our data converted over.

**Motion:** by Lautner, seconded by Ryckman to allow the purchase of the Abila software installation and training/support with the cost not to exceed \$25,000.00 and funding to come from the State Cross Jurisdictional Sharing Grant and the State's Immunization Billing Grant.

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

**Motion Carried**

3. Health Space EH Software -

Putney explained the new software we would like to purchase for Environmental Health is hosted by Health Space on their server, it is all done online. The HDNWM also uses Health Space and will provide support in getting us up and running. Fountain stated most of the health departments in the State are changing to Health Space. They are a good company with a good product and the software can be personalized to fit our needs and our own sanitary code.

**Motion:** by Sauer, seconded by Ryckman to purchase the approve the purchase of the software .

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

**Motion Carried**

D. Emergency Preparedness Coordinator Position -

Putney reported Jim Reardon has been our coordinator for a year and a half and it has been a contractual position since he was hired. She would like the position to go back to an employee position. This will help us meet our spending requirement and recoup some of our indirect cost that we don't gain from a contractual employee. Ryckman inquired if this is a full time position. Putney explained the State mandates this be a full time position. Klein stated it is a pretty big job as the state has a lot of requirements that go into the position. Discussion followed.

**Motion:** by McCulloch, seconded by Lautner to make the Emergency Preparedness Coordinator position an employee and not contractual. The funding to come from the emergency preparedness money where the Health Department is required to have a 10% match. Just as with a contract, the position is based on State and Federal funding.

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

**Motion Carried**

E. County Appropriation Request -

Griner stated there is a memo in the board packet from Putney. The memo asks for a discussion on what percentage increase for appropriations to request from the counties as typically the health department requests a 3% increase. However, Putney feels 3% would not be enough to cover the cost of contracting for a health officer. Putney feels we need a 5% increase. Lautner stated she feels the department should ask for a 5% increase. Discussion followed.

**Motion:** by Sauer, seconded by McCulloch to ask the counties for a 5% increase in appropriations for fiscal year 2015-2016.

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

**Motion Carried**

### 3. Staff Reports:

#### A. Administrative- Dodie Putney

Putney reported she and Fountain attended the Leland Township board meeting a couple of weeks ago and gave them a handout on the space available for rent at the Connie Binsfeld Resource Center. It was in the paper the Township was looking to purchase a building. They came May 18th to look at the space. Hopefully they will at least consider, if they are serious about relocating their township offices, to relocate here where we are already off of the tax roll, so as not to have to take another building off of the tax roll.

Putney reported we received a couple of small unexpected grants. The State is giving us approximately \$3000.00 this year and another \$2,000.00 next year for work we are doing with Ebola planning. Jim Reardon will be responsible for that.

Putney reported the CDC with a pass through to the State of Michigan is giving health departments money for the Immunization waivers that we are mandated to do. It's around \$11,000.00 to be split in half for August and September of this year and October, November and December of the next fiscal year.

Putney reported she has four State program audits in June.

#### B. Environmental Health- Tom Fountain

Fountain reported the MDEQ is interested in our department's involvement with geothermal ground water wells. At this point permits are not required for geo-thermal wells. It is something the department hopes to have policy on in the near future.

Beach monitoring will begin on June 24, 2015 at the great lake's and the inland lakes beach sites. The MDEQ approved co-mingling samples this year to save lab costs instead of using the geo-metric mean of three samples. Beach safety signs and life rings were distributed to 15 great lake beach sites in the district. All are paid for by the grant.

Fountain reported the recent story in the Leelanau Enterprise regarding the Cedar Rod & Gun Club smelt dinner was not accurate. The story reported "due to numerous health violations" the 55 year tradition fund raiser will discontinue. Fountain indicated the "family style" serving of food must not re-serve food after going back to the kitchen. This is a basic food code issue and easy to correct with no additional equipment or cost. The Department would be happy to meet with the Gun Club board to discuss alternative methods of serving. Fountain said the front page story makes the Health Department staff look like fools.

#### C. Personal Health- Michelle Klein

Klein reported this week we received a very small grant from Rotary charity specific for Benzie County to increase fruit and vegetable consumption, we will be working with Grow Benzie. The funding will be used for bus passes as transportation is an issue

for some people.

Klein reported our WIC Breastfeeding Peer Counselor from Benzie is going to be working in Leelanau as our Public Health Technician. Will be interviewing for another WIC Breastfeeding Peer Counselor to replace her position in Benzie.

Klein passed out the three year Communicable Disease report for the Health Department. Discussion followed.

D. Medical Director- Dr. Michael Collins, MD  
Not Present

Public Comments:

David McCulloch thanked the Health Department on behalf of the Solid Waste Council for the consideration shown and working together to get the solid waste recycling site.

Board Comments:

None

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

- A. Financing Public Health
- B. Contributing to Health Equity

**Motion:** by McCulloch, seconded by Griner to adjourn the meeting.

**Voice vote: 5 ayes      Motion carried**

Chair Griner adjourned meeting at 6:08 p.m.

---

Roger Griner, Chair

---

Heidi Roper, Recording Secretary