

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

March 24, 2016

4:00 p.m.

**Tentative** minutes to be acted upon at the May 26, 2016 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  
Marge McCulloch, Leelanau County Member at Large  
Carolyn Rentenbach, Leelanau County Board of Commissioners

**Excused:** Dr. George Ryckman, Melinda Lautner

Pledge of Allegiance

Administration Present:

Lisa Peacock, Health Officer  
Dodie Putney, Director of Administrative Services  
Tom Fountain, Environmental Health Director  
Michelle Klein, Personal Health Director  
Dr. Joshua Meyerson, Medical Director

Guests: Lisa Vogler, Ken Talsma and David McCulloch

Approval of Minutes:

**Motion:** by Sauer, seconded by McCulloch to approve the minutes of the January 28, 2016 meeting. **Voice vote: 4 ayes** **Motion carried**

Approval of the Agenda:

**Motion:** by Rentenbach seconded by Sauer to approve the agenda as presented.  
**Voice vote: 4 ayes** **Motion carried**

Public Comments: None.

1. Audit Report Presentation: Ken Talsma from the auditing firm of Anderson, Tackman and Company passed out a graphical presentation of the financial statements and reviewed the highlights of the fiscal year 2015 audit report. Ken stated that the best audit finding is that of the unmodified/unqualified opinion meaning that everything was found to be good in terms of documentation of accounting principles and rules. For fiscal year 2015, the Health Department received an unmodified/unqualified audit. A single audit was also done this year as the Health Department went over the \$500,000 federal funding limit. Ken explained the new liability reporting rule for pensions and the Health Department's defined benefit pension is funded at 80 percent.

**Motion:** by Rentenbach to acknowledge receipt of the 2015 audit report. Seconded by

Sauer. **Voice vote: 4 ayes**

**Motion Carried.**

2. Medical Director Presentation: Dr. Joshua Meyerson presented a PowerPoint on raising the minimum age of legal access to tobacco. Statistics have found that most adults begin smoking before the age of 21. Increasing the minimum age of legal access to 21, decreases the likelihood of teens trying tobacco and thus reduces the risk of nicotine addiction. Dr. Meyerson is asking the Board of Health to adopt a resolution in support of increasing the age of tobacco access to 21.

Discussion followed.

**Motion:** by Rentenbach, seconded by Griner to support the resolution increasing the minimum purchase age of tobacco and other nicotine products from 18 to 21.

**Ayes:** Griner, Sauer, McCulloch, and Rentenbach **Nays:** None **Excused:** Ryckman and Lautner **Motion Carried.**

3. Health Officer Update-

Peacock commented on the following programs.

**Northern Michigan Public Health Alliance:**

- The Immunization project headed up by District Health Department #10 continues. Our Health Department will be working on reminder and recall to improve coverage of the 2<sup>nd</sup> childhood Hep A dose as well as coordinating a school-based immunization clinic in each county. DHD #10 also recently submitted a grant to fund a partnership between local schools and health departments in the region to improve healthy food choices in schools and specifically targeting sodium intake.
- The Tobacco Dependence Health Systems Change project led by the Health Department of Northwest Michigan has been focusing on: Clinical staff training on the Clinical Practice Guidelines for treatment of tobacco dependence as well as working on standing orders, for treatment, policy and procedure review and EMR workflow preparation.
- MDHHS issued a press release last week (see attached) indicating that the "Northern Region" has been selected to move forward as a Community Health Innovation Region of the State Innovation Model (SIM). We have had some phone interviews related to this and are beginning some preliminary planning to be prepared for when further implementation guidelines are released.
- Representatives from the NMPHA have also been involved in a workgroup with the Northern Michigan Health Network who is writing a large CMS grant to fund an Accountable Health Communities project which will ultimately contribute to the work of the SIM in identifying health risks in our population and providing linkages to community resources and navigation services to reduce barriers and improve health outcomes.
- The Alliance was awarded the Robert Wood Johnson funding for the Cross Jurisdictional Sharing Implementation and Impact Program which will involve measuring the efficiency and effectiveness of conducting community

- health needs assessment across multiple jurisdictions.
- Please see the attached updated summary of NMPHA activities.

**Public Health Emergency Planning (PHEP):** The project team continues to meet regularly and coordinate exercise and training. Planning is underway for the two large scale regional exercises in June and September. The second will focus on school-based community flu clinic and will allow to gain valuable experience in mass immunization, dispensing and logistics while providing an important community service.

**Community Health Needs Assessment (CHNA):** Community conversations are complete and “What Matters To You” surveys are being distributed widely. If you have not had the opportunity to give input through either process please let us know and we will provide the survey for you. It is important to have many voices represented. The data for the entire northern region will be compiled and priorities identified which will contribute to the next phase of community health improvement planning.

**Regional Insight Software Project:** Workgroups consisting of representatives from all partner agencies have been meeting with the Netsmart project team to identify roles and responsibilities as well as determine timeline for implementation of the MyInsight EMR software. The timeline planned is for go-live in the spring of 2017. There is a lot of work to be done developing consistent and efficient workflows for all of the personal health programs.

**Benzie Resource Center:** Lisa reported that tenants involved in the remodel project met with the NHF architect and building project manager to further explore the possible options for renovation of the building to make space for NMHSI dental operatories. Details are being finalized however we have arrived at a “not to exceed cost” for rental amounts under the new financing in which a new resolution needs to be approved at this meeting. The dental services have already been in demand and NMHSI has been working with a waiting list of adults in need of dental restorative work, many of whom are in pain. Together with our partner tenants we have come up with a plan to temporarily locate a full size chair in a private space so that dental services beyond hygiene can be delivered until construction is finished. An adequate space on the upper level has been identified for this and the transition will be happening within the next week to free up that space. Gerry Chase, NHF representative, was able to be available via telephone to answer questions. The proposed resolution would be to amend the current lease agreement and have a not to exceed cost of \$400,000 which is the known projected cost of the remodel project at this time. The proposed resolution also gives authority to Lisa Peacock and Roger Griner to act on behalf of the Board of Health in the financing of the remodel project.

Discussion followed.

**Motion:** by Sauer, seconded by Rentenbach to approve the resolution to amend the lease agreement between the Health Department and NHF Sub Benzie-

Leelanau dated December 18, 2002. **Ayes:** Sauer, Griner, Rentenbach, and McCulloch. **Nays:** None. **Excused:** Ryckman and Lautner. **Motion Carried**

**BLDHD Program Highlight:** In response to BOH members request for increased information about services provided we will continue to highlight 1-2 programs per meeting to provide the program details without causing the meetings to become too lengthy. This month we will focus on the WIC program which provides nutritional support and education to hundreds of women and children in the district and has a significant impact on local economy with \$396,279.28. spent in local businesses.

4. Personnel and Finance Committee Report:

A. Accounts Payable-

**Motion:** by Sauer, seconded by McCulloch to approve the accounts payable in the amount of \$193,918.68. **Ayes:** Griner, Sauer, McCulloch, and Rentenbach **Nays:** None **Excused:** Ryckman and Lautner **Motion carried**

B. January 2016 – Financial Statements-

**Motion:** by Sauer, seconded by Rentenbach to place the January 2016 financial statements on file. **Ayes:** Griner, Sauer, McCulloch, and Rentenbach **Nays:** None **Excused:** Ryckman and Lautner **Motion Carried**

C. Creation of Part-Time Account Clerk Position –

Putney reported that this is a result of us moving in the direction of private insurance billing and shifting of some job duties within the administration section of the Health Department. I am asking for a .60 FTE account clerk. The reimbursement specialist position would reduce to a .80 FTE creating an overall increase of a .40 FTE. The Health Department received State funding to help offset start up costs associated with accepting private insurance and this additional funding will help with the new position.

**Motion:** by Griner, seconded by Rentenbach to approve the request to create a part-time account clerk position. **Ayes:** Griner, Sauer, McCulloch, and Rentenbach **Nays:** None **Excused:** Ryckman and Lautner **Motion Carried.**

D. Increase EH Secretary Positions to 1.0 FTE –

Putney reported that in conjunction with part-time account clerk position, we are asking to reinstate the EH secretary positions back up to a 1.0 FTE. The demand of secretarial needs have increased with the changes with the new computer software, Type II regulations as well as the increase in permit activity. This will reopen the EH window back to the public for five days a week.

**Motion:** by Rentenbach, seconded by Sauer to increase the environmental health secretary positions back to a 1.0 FTE. **Ayes:** Griner, Sauer, McCulloch, and Rentenbach **Nays:** None **Excused:** Ryckman and Lautner. **Motion Carried.**

E. Creation of Public Health Nurse Position -

Klein reported the need for a .80 FTE nurse primarily working in the Leelanau office. The

Health Department has received increased funding in the healthy futures program, family planning and HIV prevention programs to help fund this position. Having an additional nurse will allow the Health Department to increase immunization clinics and billable home visit services.

**Motion:** by Rentenbach, seconded by McCulloch to create a public health nurse position. **Ayes:** Griner, Sauer, McCulloch, and Rentenbach **Nays:** None **Excused:** Ryckman and Lautner. **Motion Carried.**

F. Acceptance of Credit Cards -

Putney reported that in starting to bill private insurance comes the need to accept credit/debit cards from clients that would like to pay for their office co-pay. Putney stated she has found a clearing house that would provide us a free USB reader, no cancellation fees, no set up fees with a month to month agreement through a company called Pay Anywhere. Is asking to have the Health Department absorb the processing fee of 2.69 percent of the charge. In looking at other clearinghouses, this is truly the most economical and easiest for the us. In checking with other health departments throughout the State, most absorb the processing fee in exchange for an increase in clinic payments.

**Motion:** by Rentenbach, seconded by Sauer to accept credit cards with the Health Department absorbing the processing fee of 2.69 percent. **Ayes:** Griner, Sauer, McCulloch, and Rentenbach **Nays:** None **Excused:** Ryckman and Lautner. **Motion Carried.**

G. Personnel Policies' Updates -

Putney stated that now the court case has been settled, we need to revamp our personal policy and sexual harassment policy. Asking for Board approval to contract with Lisa Vogler to rewrite these policies. In talking with our current legal counsel, Jim Young, he was in favor of having Lisa work on this project as she has extensive knowledge of labor law. Lisa Vogler stated that one of the concerns is that the policy is outdated, and did not have express the "at-will" employment. Explained the next steps of updating . Lisa Peacock thought that this would be a good topic for the Northern Public Health Alliance. Advocate to incorporate the sexual harassment policy be incorporated into the Personnel Policy. Reasonable notice to alert employees that their positions are "at-will" employees. Lisa estimated that the price would be approximately \$1500 to \$2000.

**Motion:** by Rentenbach, seconded by McCulloch to authorize the rewrite of the employee and sexual harassment policies not to exceed \$2000 without prior BOH approval. **Ayes:** Sauer, Griner, Rentenbach, and McCulloch. **Nays:** None. **Excused:** Ryckman and Lautner **Motion Carried.**

H. 2016 Board of Health Meeting Dates -

Putney reported that we had inadvertently left off the January 2017 meeting date on our meeting date schedule adopted at the last meeting. Therefore, we need to adopt this schedule again to reflect the January 2017 meeting date.

**Motion:** by Griner, seconded by Rentenbach to approve the revised 2016 meeting schedule with the addition of the January 26, 2017, meeting date. **Ayes: 4 Nays: None. Motioned Carried.**

I. Immunization Fee Schedule -

Klein explained the current immunization fee schedule and the need to add a discount for people paying cash price for private pay clients and then there would be an insurance billable rate. In the past, we have not carried private pay vaccine.

**Motion:** by Sauer, seconded by Griner to adopt the proposed immunization fee schedule. **Ayes:** Sauer, Griner, Rentenbach, and McCulloch. **Nays:** None. **Excused:** Ryckman and Lautner **Motion Carried.**

5. Staff Reports:

A. Administrative- Dodie Putney reported that she is putting lawn care services for the Leelanau building out for bid now with the snowplowing bids out in the fall.

B. Environmental Health- Tom Fountain reported that Marc Grossnickle, who use to work with us and was laid off eight years ago, has agreed to come back. This is good for the Department as he is already trained and familiar with the counties. Tom also reported on getting data transferred from our electronic software, CMHC, into Health Space. Mentioned that the Flint water crises still has a lot of finger pointing. The EPA just finished the audit of the Drinking Water Division of DEQ and identified some critical issues. One of which is that the program is severely underfunded.

C. Personal Health- Michelle Klein reported that Leelanau County Early Childhood Committee (LCEDC) is holding a silent and live auction fundraiser on April 28 at Aurora Winery. Tickets are \$40 and can be purchased at the door or online at <http://sjecdc.wix.com/lcedc>. Reported on the Day at the Capitol and was reported that there would be flat funding in FY 2017 which is still less than FY 2003 funding. Michelle passed out talking points put out by MALPH regarding the funding of health departments. Also passed out was the County Health Rankings in which Benzie is ranked 30th in health outcomes and 14th in health factors and Leelanau is ranked 2nd in health outcomes and 9th in health factors.

D. Medical Director- Dr. Joshua Meyerson, MD, MPH - Followed up on the Zika virus; there have been around 200 requests for testing primarily by pregnant women who traveled to the impacted area. There has been two confirmed cases but unknown if they were pregnant women. Dr. Meyerson feels the amount of requests have peaked.

Board Comments: Griner reported on a MAC transportation committee member, from

Genesee County, stating there are 4 million people in America today that miss doctor's appointments because of transportation issues. Griner talked about the need within our own community. Griner also commented that there are 10,000 people a day turning the age of 65. When talking about healthy initiatives, these issues need to be looked at. Griner mentioned that any money not being used should be invested to earn the highest interest earning potential. Dodie agreed to investigate and contact the Benzie County Treasurer on what the County's practice is and report back to the Board.

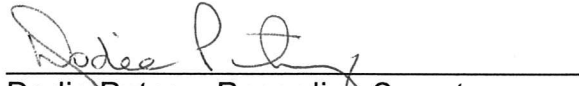
Public Comments: David McCulloch reported that he is an investment broker and is also looking into this funding process and will also report back to the Board.

**Motion:** by McCulloch, seconded by Sauer adjourn the meeting.

**Voice vote: 4 ayes      Motion carried**

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

  
Roger Griner, Chair

  
Dodie Putney, Recording Secretary