

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

January 26, 2012
3:30 p.m.

Tentative minutes to be acted upon at March 22, 2012 meeting
Meeting called to order at 3:30 p.m. by Chair Nielsen.

Roll call.
Pledge of Allegiance

Members Present:

Anne Damm, Benzie County Board of Commissioners (arrived at 3:35 p.m.)
Marcia Stobie, Benzie County Board of Commissioners (arrived at 3:35 p.m.)
Dr. Richard Nielsen, Benzie County Member at Large
James A. Schaub, Sr., Leelanau County Board of Commissioners
David Marshall, Leelanau County Board of Commissioners
Mary Tonneberger, Leelanau County Member at Large

Administration Present:

William Crawford, Health Officer and Director of Environmental Health Services
Jenifer Murray, Director of Personal Health Services
Dodie Putney, Director of Administrative Services

Excused:

Dr. Michael Collins, Medical Director

Staff: None Present
Guests: None Present

Approval of Minutes:

Motion: by Tonneberger, seconded by Schaub to approve the minutes of the January 26, 2012 meeting. No additions or corrections.

Voice vote: 4 ayes Motion carried

Stobie and Damm arrived at 3:35 p.m.

Approval of Agenda:

Motion: by Tonneberger, seconded by Schaub to approve the agenda with the addition of Item 2-B.- corrected to December 2011 financials from November 2011 financials, Item 2-D. -Share Care discussion, Item 3-A.- Continuance of teleconferenced meetings and Item 3-B. -Solid waste recycling location.

Voice vote: 6 ayes Motion carried

Public Comments: None

Crawford introduced new board member, David Marshall.

1. Health Officer's Report:

A. Septic Regulation Rewrite – Status

Crawford stated he had two meetings with Popa regarding the proposed changes to the septic regulation. Last meeting board members felt it was appropriate to modify the code in a lesser level than proposed by Popa. Crawford will be meeting with staff members next week regarding the proposed changes. He will review the recommended changes with Popa and the attorney. Expect to act on this at the March 2012 meeting. Crawford explained the protocol for changing code regulations. Stated there needs to be one public hearing typically held at the Board of Health meeting. Discussion followed.

B. 2010-2011 Mandated/Non-Mandated Budget Report – Presentation

Crawford presented the report. Jenifer stated this one is a little more detailed than reports in the past. If the Board has to make reductions in programs or services they can refer to the report for guidance. Nielsen stated it is a very good summary, something to hold for future reference. Discussion followed regarding how programs are funded.

County appropriations are often used to match Federal funding for some programs. If the county dollars are not available, the health department may lose the federal funding. The LPHO (Local Public Health Operations), now known as EPHS (Essential Public Health Services) dollars from the state are not paid at the public health code mandated 50%. These factors affect health department services. Discussion of the increase and/or decrease of local appropriation affects on the health department funding and budget. Stobie recommended Crawford present the summary to each county's Board of Commissioners.

2. Personnel and Finance Committee Report:

A. Accounts Payable -

Motion: by Tonneberger, seconded by Marshall to approve the Accounts Payable in the amount of \$182,182.13.

Discussion: Putney explained the MIHP accounts payable to Marshall.

Voice vote: 6 ayes Motion carried

B. December 2011 Financial Statements-

Putney stated budget is a little better than expected. Mild December helped with EH revenue. Cash on hand good. There was discussion regarding snow plowing services for the Connie Binsfeld Resource Center parking lot.

Motion: by Tonneberger, seconded by Stobie to acknowledge receipt of the December 2011 financial statements.

Voice vote: 6 ayes Motion carried

C. Family Planning Fee Change-

Murray distributed revised 2012 family planning fee changes. Explained how fee changes are determined. Visit costs generally increase 10% per year. Discussion regarding client income documentation.

Motion: by Tonneberger, seconded by Stobie to adopt the proposed family planning fees effective February 1, 2012.

Voice Vote: 6 ayes Motion carried

D. Share Care-

Tonneberger stated she is a member of the Share Care organization in Leelanau County which is a non-profit organization. Their office in Northport closed and they have signed a five year lease at the Connie Binsfeld Resource Center. This results in more revenue to offset the cost of the building.

Tonneberger stated the Leelanau Commission on Aging has contracted with the health department to provide 60 and over clients Shingles and DTaP vaccinations. Clients will receive a voucher from the COA for vaccine payment.

3. Staff Reports:

A. Administrative-

Crawford stated staff discussed the benefits of continuing the teleconferencing board of health meetings. Discussion followed about board members voting. If they are off-site they cannot vote, although they can participate in the meeting discussions. There was a consensus of the board to continue teleconferencing. The Board will take a look at the benefits again in a year.

Putney stated the new software is a huge project for staff. Go-live has been pushed back to the first week in May.

Staff is preparing for Cudney's retirement. Her position will not be replaced; duties are being shifted to current staff.

B. Environmental Health Director-

Crawford stated Environmental Health Services were busy in December and have slowed down in January. Sanitarians positions are all reduced to a .9.

Schaub questioned if the Solid Waste Recycling site could be moved to the rear parking lot of the Connie Binsfeld Resource Center. They are paying \$1800.00 for their current site. Moving to CBRC would generate additional income for the cost of the building. Crawford will contact Trudy Galla, County Planning Director, to discuss the possible move.

C. Medical Director

Excused

D. Personal Health-

Murray stated staff is busy with the implementation of the new electronic medical record software.

Murray reviewed the progress of the Northern Michigan Health Coalition. They are trying to be pro-active with the changes the Affordable Care Act will bring.

Public Comments:

None

Board Comments:

Stobie stated Nielsen was reappointed as the Benzie County member at large to the Board of Health.

Motion: by Tonneberger, seconded by Damm to adjourn. Meeting adjourned at 4:30 p.m.

Dr. Richard Nielsen, Chair

Heidi Roper, Recording Secretary

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