

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

May 30, 2013  
4:00 p.m.

**Tentative** minutes to be acted upon at July 25, 2013 meeting.

Meeting called to order at 4:00 p.m. by Chair Lautner.

Roll call.

Pledge of Allegiance

**Members Present:**

Glen Rineer, Benzie County Board of Commissioners  
Dr. Richard Nielsen, Benzie County Member at Large  
Lisa Tucker, Benzie County Board of Commissioners  
Melinda Lautner, Leelanau County Board of Commissioners  
Carolyn Rentenbach, Leelanau County Board of Commissioners  
Marge McCulloch, Leelanau County Member at Large

**Absent:**

None

**Administration Present:**

Jenifer Murray, Health Officer and Director of Personal Health Services  
Dodie Putney, Director of Administrative Services  
Tom Fountain, Environmental Health Director  
Dr. Michael Collins, Medical Director

**Staff:** None Present

**Guests:** Richard Bechill  
Rosemary Bechill  
Bruce Price  
Dorothy Barker  
David McCulloch  
Molly Petroskey  
Fred Petroskey  
Madeline Houdek  
Bill Perkins

**Approval of Minutes:**

**Motion:** by Nielsen, seconded by McCulloch to approve the minutes of the March 21, 2013 meeting with no additions or corrections.

**Voice vote: 6 ayes**

**Motion carried**

Approval of Agenda:

**Motion:** by Nielsen, seconded by Rentenbach to approve the agenda with the addition of the BLDHD website.

**Voice vote: 6 ayes                      Motion carried**

Public Comments: Bruce Price, Lake Leelanau, commented on the Connie Binsfeld Resource Center building not being the appropriate place for recycling. Bill Perkins, Leelanau County Solid Waste Commission asked for the Board to please consider putting the recycling center on the grounds of the Binsfeld building. Dorothy Barker, Leelanau County Solid Waste Commission also asked for the Board to please allow the recycling center to be placed on the Binsfeld grounds.

1. Health Officer Update- Jenifer Murray:

A. Strategic Plan –

Murray presented the Health Department Strategic Plan. She reported the Health Department Strategic Plan was initiated at the annual staff meeting with all staff included. Individual division goals were set at separate department meetings. Page four of the plan is a summary of the process and lists the goals developed for each division. The plan will be in place from 2013-2015. At that time, staff will meet again to see what was accomplished and what changes need to be made.

B. Annual Report –

Murray discussed the 2011-2012 annual report. The report is posted on the Health Department website. This is the Health Department report to the community. This is a summary of services and reflects the number of clients served.

C. BLDHD Website –

Lautner asked Murray to summarize a complaint/follow up from Mr. & Mrs. Bechill that Murray received at the end of January 2013 in regards to an inaccurate link on the BLDHD website to the Title X guidelines. Murray reported that she would do her best to summarize the communication with the Bechill's in January and February of this year, but because she was not aware this would be an agenda item, Murray was not fully prepared to do this report. Murray reported that Mr. & Mrs. Bechill noticed on the BLDHD website that there was a link you could click on under "frequently asked questions". The link was directed to the Center for Reproductive Rights and should have been directed to the U.S. Department of Health and Human Services. Murray stated the Center for Reproductive Rights is not a site we, as a Health Department, are familiar with. Murray looked into the problem and the link was corrected on January 28, 2013, the day it was brought to her attention. Murray had immediately contacted her Michigan Department of Community Health consultant, explained what happened and how it was corrected. The MDCH consultant, in turn, contacted the Officer of Population Affairs consultant to inform her of the inappropriate link that was now corrected. Murray was informed by the State by correcting the error no further action was necessary.

Richard Bechill stated he was told the site was potentially hacked and if so what was done about it. Murray stated after looking into the problem, the website contractor reported that she could see no changes that were made to the link and reported it looked like the link to

the Center of Reproductive Rights Title X page was originally set up that way. Murray reported that she told Mr. and Mrs. Bechill that because she is in charge of the Title X program she takes full responsibility for the issue. Discussion followed. Lautner requested more documentation to see how and why it happened. Putney will contact Wyant Computers to see how far back we can look at prior e-mails requesting this link set up to Stephanie Johnston, the person who set up and maintains our webpage.

D. Recycling Proposal –

Murray reported the members of the Solid Waste Commission are interested in having the recycling for Leland Township put on the Connie Binsfeld Resource Center property. Murray reported the Administration team has had many discussions regarding the issue and a lot of concerns. Murray read the concerns she has documented, feels it is not in the best interest of the Health Department, the current renters and perspective renters. Tucker agreed with Murray, feels it is not a good decision to have recycling on the property. Discussion followed. No action was taken.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

**Motion:** by Dr. Nielsen, seconded by Rentenbach to approve the Accounts Payable in the amount of \$200,350.12

**Voice vote: 6 ayes                      Motion carried**

B. April 2013-Financial Statements-

Discussion on where the Health Department currently stands financially.

**Motion:** by Dr. Nielsen, seconded by Rentenbach to acknowledge receipt of the April, 2013 financial statements.

**Voice vote: 6 ayes                      Motion carried**

C. Budget Amendment 1 –

Putney explained the reasons for the amendment and stated there will be the final budget in September. Discussion followed.

**Motion:** by Dr. Nielsen, seconded by Rentenbach to approve the amended budget.

**Voice vote: 6 ayes                      Motion carried**

D. Family Planning Fee Schedule –

Murray explained that there was an in depth cost study done in 2009 regarding Family Planning fees. Other cost studies have been performed annually. It was decided in 2009 to increase the fees by 10% each year until we meet our costs and the Health Department would like to continue that. Murray explained the family planning fee schedule showing the costs and the fees and the fact those clients fees are on a sliding fee scale based on income. Discussion followed.

**Motion:** by Dr. Nielsen, seconded by Rentenbach to approve the new Family Planning fees.

**Voice vote: 6 ayes                      Motion carried**

E. Children's Trust Fund Grant-

Murray explained the grant request she would like to submit to the Children's Trust Fund.

**Motion:** by Tucker, seconded by Rentenbach to approve the submission of the Children's Trust Fund grant.

**Voice vote: 6 ayes      Motion carried**

F. Out of State Travel Request for Insight Computer Conference in Texas –

Putney reported the cost of the conference and travel will be covered partially by the Medicaid Incentive dollars the Health Department received, along with the money received for the Immunization Billing Grant. Stated she attended a similar conference for our CMHC software and how the conference will show the employees how to use the software to its fullest potential. She has secured government rates for the hotel rooms and needs to register by May 31<sup>st</sup> to get the early bird conference registration rate. Feels she can send four staff members for around \$5000.00. Each staff member will attend a different educational track. Discussion followed.

**Motion:** By Nielsen, seconded by Tucker to approve up to \$5000.00 for travel and conference expense for four employees to attend the Insight Training in Dallas, Texas the week of September 16, 2013.

**Voice vote: 6 ayes      Motion carried**

3. Staff Reports:

A. Administrative-

Putney reported she is working on phone contracts which will include fiber optic. Putney estimates the Health Department will save roughly \$2000.00 per month on phone bills.

B. Environmental Health-

Fountain reported Michelle Klein, Jenifer and himself participated in a mock pandemic flu exercise. The state has a new computer program that has made it more user friendly, however, they did learn they need to do more exercises in case of an actual breakout. Fountain reported on training for food borne illness that he attended along with one nurse and two other sanitarians. The training was very educational.

Fountain reported on a meeting he attended regarding climate change in Michigan's Grand Traverse Bay Watershed. MSU has received a grant to study Northwest Lower Michigan, how the climate change has affected certain species, and why water levels are dropping drastically.

Fountain also reported permit numbers are slightly higher than last year, projecting a big increase in work coming in to the department for the next four to five months.

C. Medical Director-

Dr. Michael Collins introduced himself to the new board members.

D. Personal Health-

Murray reported on a challenging TB case the health department has been following since July of 2012. Grand Traverse County Health Department, Munson Medical Center, MDCH and attorneys have all been involved in the case. Due to the excellent job by Michelle Klein, our CD nurse, the department received an award. Very proud of

Michelle for her hard work on this, wanted to publicly acknowledge her. Murray reported Migrant WIC clinics will be starting the middle of June and run through the end of October at the Migrant Health Center. Accreditation from the state, which is done every three years will be done again this coming September. It takes a lot of preparation and hard work from staff to prepare for it.

Public Comments:

No public comment

Board Comments:

Rentenbach discussed her support for recycling, Tucker commented on her experience with solid waste in Benzie County.

**Motion:** by Dr. Nielsen, seconded by Tucker to adjourn the meeting.

**Voice vote: 6 ayes**

**Motion carried**

Chair Lautner adjourned meeting at 5:40 p.m.

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Melinda Lautner, Chair

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Heidi Roper, Recording Secretary