

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, November 16, 2017 4:00 p.m.
Benzie Community Resource Center
Ingemar Johansson Conference Room
6051 Frankfort Highway
Benzonia, Mi 49616**

The meeting was called to order at 4:02 p.m. by Melinda Lautner, Chairperson.

Those present when the meeting was called to order were:

Melinda Lautner, Chairperson, Leelanau County Board of Commissioners
Gary Sauer, V. Chairperson, Benzie County Board of Commissioners
Roger Griner, Benzie Board of Commissioners
Casey Noonan, Leelanau Board of Commissioners
Carolyn Rentenbach, Leelanau County Member at Large
Dr. George Ryckman, Benzie County Member at Large

Absent: none

Visitors in attendance were:

Orlando Todd, Director of Local Health Services

Pledge of Allegiance

Approval of Minutes

Motion by: Noonan to approve the Regular Board of Health Meeting minute of September 28, 2017, as presented.

Seconded by: Sauer

Voice vote: 6 yeas 0 nay 0 absent Motion carried

Approval of the Agenda

Motion by: Noonan to approve the agenda as amended.

Seconded by: Griner

Voice vote: 6 yeas 0 nay 0 absent Motion carried

Public Comment Period

Orlando Todd, Director of Local Health Services with the Michigan Department of Health and Human Services, presented Lisa with a Certificate of Accreditation. The Benzie-Leelanau District Health Department received 95% passing on their accreditation.

Health Officer Update – Lisa Peacock

1. Northern Michigan Public Health Alliance:

The Northern Michigan Public Health Alliance (NMPHA) steering committee continues to meet monthly to discuss and plan around emerging public health issues and strategies. Several workgroups are actively meeting to accomplish shared goals:

Uniform Planning & Practice Work Group

- Maternal and Child Health Committee

The Maternal and Child Health Committee has completed a community health needs assessment utilizing the Mobilizing for Action through Planning and Partnerships, providing a wealth of data. You may recall MDHHS allowed the Alliance health departments to work together on this project. Michelle Klein, Director of Personal Health Services at Benzie Leelanau District Health Department led the regional work on this project.

- Cross Jurisdictional Sharing (CJS) Implementation and Impact Project

The project, funded by the Robert Wood Johnson Foundation will be complete on November 15. It demonstrated time/cost savings and quality enhancements by conducting community health assessments across jurisdictions. Gianfranco Pezzino, MD and Patrick Libbey, Co-Directors of the Center for Sharing Public Health Services, have included the Alliance's outcome measures in their presentation at the American Public Health Association's conference this month.

Marketing Work Group

- Staffing Support

District Health Department #10 is dedicating part of its FY2018 Michigan Cross Jurisdictional Sharing grant to staffing support for the Marketing Work Group. Nicole Schaub, Community Health Planner, will be responsible for logistics, preparing agendas/meeting notes, and preparing or collecting discussion documents.

- Strategic Plan

I'm facilitating development of a Strategic Plan for the Marketing Work Group utilizing the Technology of Participation approach. They've met twice so far and have completed their Practical Vision, Underlying Contradictions, and Strategic Directions. At their November meeting, the Work Group will be creating their Focused Implementation Plan for 2018.

Hep A Prevention Tool Kit

PIOs from the Northern Michigan Public Health Emergency Preparedness Team created a tool kit of communications re Hep A prevention and shared it with District Health Departments #2, #4, and #10 to use in their jurisdictions.

Advocacy Work Group

The Health Department of Northwest Michigan is providing staffing support for the Advocacy/policy Work Group (no grant), which has been inactive. At the November Steering Committee meeting, Carrie Field, Community Health Coordinator, will review the current Advocacy Work Plan and facilitate discussion re changes/updates and next steps.

IT Work Group

The Health Department of Northwest Michigan is providing staffing support with funds from a FY 18 Michigan Cross Jurisdictional Sharing grant for the MyInsight implementation project.

2. Northern Michigan Public Health Emergency Preparedness Team Strategic Plan

Northern Michigan Public Health Emergency Preparedness Team (NMPHEP) is composed of Benzie Leelanau District Health Department, Grand Traverse County Health Department, and Health Department of Northwest Michigan. NMPHEP Team is a unique innovation that has been recognized with the National Association of County and City Health Officials' National Health Security Award and Michigan Department of Health and Human Services' (MDHHS) Director Award for Excellence in Local Public Health.

As the NMPHEP is about to begin another multi-year funding period from MDHHS, we asked Jane Sundmacher to facilitate development of a three-year Strategic Plan. In September and October, Health Officers, Directors, Supervisors, Emergency Preparedness Coordinators and Public Information Officers from the three jurisdictions

created the first sections of their Strategic Plan, with the MDHHS PHEP Manager and Regional Epidemiologist joining for the third section. I've summarized our work below:

1. *Practical Vision: What do we want to see in the NMPHEP Team in three years as a result of our own actions?*

- Zealously implemented training
- Strategically developed plans
- Clearly defined model structure
- Strategically prepared volunteers
- Deliberately engaged community partners
- Intentionally cultivated external communications
- Purposefully calculated finance model
- Widely embraced national priority of emergency preparedness
- Deliberately recruited closed points of dispensing (PODs)

2. *Underlying Contradictions: What is blocking us from achieving these results?*

- Unintentionally malfunctioning structure
- Inconsistently aligned agency capacity
- Insufficiently maintained community partnerships
- Unclear and undefined priorities
- Confusing and unclear government framework
- Insufficient and disjointed outreach
- Unconcerned ambivalent citizens
- Misaligned unconnected communication systems
- Insufficient undefined volunteer processes
- Incomplete budget planning
- Isolated and unconnected missing perspective

3. *Strategic Directions: What effective actions can we take to achieve our Practical Vision while addressing the Underlying Contradictions?*

- Reformulating transparent, accountable and efficient NMPHEP Team Structure
- Developing widespread outreach and communication
- Catalyzing capable, committed colleagues
- Launching NMPHEP internship program to leverage untapped and non-traditional resources

At an upcoming meeting next week we will finalize their Strategic Plan by completing detailed plans for each one of the Strategic Directions.

A report on the SIM (MDHHS State Innovation Model) was distributed to Board Members. A question was raised as to how many Benzie County residents have been helped with this program. Klein answered thru the Community Connections program from August to October, 39 referrals have been made. Klein will have a presentation at the next meeting to share the numbers, resource map and screening tool questions.

Personnel and Finance Committee Report

Accounts Payable

Motion by: Rentenbach to approve the accounts payable in the amount \$179,339.82

Seconded: Sauer

Voice vote: 6 yeas 0 nays 0 absent Motion carried

August 2017 - Financial Statements

Putney reported that the financial statements reflect where she sees the Health Department ending Fiscal Year 2016/2017; \$2,694 in the black. Stated that she is still in the process of closing out the fiscal year and final determination will be made once the audit is completed.

Motion by: Rentenbach approve the financial statements and place them on file.

Seconded: Noonan

Rentenbach congratulated Putney for a good job.

Voice vote: 6 yeas 0 nay 0 absent Motion carried

Discussion on Health Department Leased Space at Connie Binsfeld Resource Center

Putney reported that she has been in contact with the Montessori School and has given our attorney, James Young, a draft lease agreement to review. Working on some clarifications and hopes to bring a lease agreement with the Montessori School to the next meeting for approval. When asked about the recycling trailers, Putney stated that the Montessori School is in favor of keeping the recycling, but may be relocated to a different part of the parking lot.

Environmental Health (EH) Fee Increase

Fees are generally raised by a cost of living comparison. County appropriations money that goes into EH helps cover beach monitoring, rabies, EH communicable diseases and other non-permit programs that we do not receive funding from other sources. EH permit revenue does not cover 100% of the cost of doing the permit inspection. County appropriations are carefully utilized to fund programs and activities that are not covered by fees and where access to Medicaid match dollars can be maximized, often personal health programs. User fees for EH services such as permits help to fund ongoing and efficient EH services. Proposed fees are in line with other regions across the state.

Motion by: Rentenbach made a motion to increase the Environmental Health fees as outlined.

Seconded: Noonan

Discussion included:

Building/housing expenses are increasing. Last year's fiscal budget shows EH doing better than budgeted but still a large of local appropriation dollars are going into the program to cover costs. It is not ideal for large amounts of local dollars to fund EH programs because, then you would have all your county residents supporting a program used by a few. It is not feasible either to raise fees high enough for EH to support itself as fees would be astronomical.

Not all fees are being increased, only those mandated programs would be raised 2%. Unfortunately, State mandated programs have long not received the required State 50/50 cost share. The current budget (2018 FY) did anticipate an increase in EH revenue which included a fee increase to help balance the budget.

As County Commissioners, we hear public complaints about increased fees. Personal Health does not do a lot of cash transactions. PH fees for family planning and immunizations are adjusted for sliding fee scales as required by programs and we bill insurance for services.

Voice vote: The Chairperson declared **"Motion fails 3 to 3"**

Discontinuing Acceptance of Credit Cards as of January 1, 2018

Putney reported that history of credit card use by the Health Department clients and customers has been low. The Department is absorbing an increasing amount of credit card fees and the equipment is not reliable.

Motion by: Sauer to discontinue the acceptance of credit cards as of January 1, 2018.

Seconded: Griner

Voice vote: 6 yeas 0 nay 0 absent Motion carried

Staff Reports

Administrative- Dodie Putney

All staff meeting December 1 in Leelanau County at the Connie Binsfeld Building- the Board members are invited to stop by. Lunch will be at noon.

Environmental Health Director –Tom Fountain

Fountain updated the board on the status of Governor Snyder’s state wide sanitary code. District 70 State Representative James Lowes will be sponsoring a bill, yet to be introduced. The issue continues to be newsworthy as a recent article (Nov. 13, 2017) in Bridge magazine speaks about human pathogens in Michigan’s waterways. Fountain will be attending the 66th Annual Michigan On-site Waste Conference in January where he will participate in a group panel regarding the State-wide code.

A new sanitarian, replacing retiring Tom Rademacher, has been hired. Nicholas Dow will start employment on December 27, 2017. Mr. Dow will be relocating from Oakland County and will facilitate the food service program for the department.

The Northern Michigan Environmental Health Directors are sponsoring a legal training meeting to be held on December 12, 2017. The training is intended to educate sanitarians on legal aspects of the job. Three attorneys have agreed to participate including Tim Freel, Bryan Graban and Coleen Healy.

Medical waste inspections may become a health department function. MDHSS conducted a pilot program with several Michigan health departments. Facilities that operate medical waste are required to hold a license and be inspected once every three years. It is unknown how many facilities of this type are located in our two-county district.

Michigan Department of Agriculture and Rural Development has created a document regarding agriculture irrigation wells. The MALEHA Forum has concerns the guidance manual does not address the protection of groundwater. Many of these wells are connected to manure pits and/or liquid fertilizer tanks and pose a threat to groundwater without proper protective devices.

Personal Health – Michelle Klein

Staffing changes – Jan Frazee has retired. We are now partnering with Grand Traverse Health Department to share a Physician Assistant. Stacy Doebreff will be here 2 days a month.

Work site wellness – grant program to help businesses assess employee health needs
- diabetes prevention program

Needs assessment identified one need is education/support for breastfeeding moms and increasing duration
March of Dime grant – SCRIPT program - smoking cessation program for pregnant women

Medical Director – Dr. Joshua Meyerson

Great American smoke out today – Public Health tries to change environment which will encourage people to change behavior by making better choices.

Vaccine preventable disease – Hep A outbreak alert in SE Michigan 16 counties- person to person transmitted. Those with increased risk are substance abuse, injectables, transient living, incarcerated. Call to vaccinate at risk groups and health care workers.

DTAP –adults need one – helps protect children from whooping cough

Flu vaccine - Norvo virus –

Shingles vaccine – Zostavax live virus. Risk of contracting shingles is reduce by 50%.

New vaccine Shindrix give to age 50+. Not live vaccine. Given in 2 doses. Risk of contracting is 90% reduction.

Public Comment Period

Board Comments

Adjourn

Motion by: Chairperson to adjourn

Seconded: Sauer

Voice vote: 6 yeas 0 nay absent Motion carried 6:03 p.m.

Melinda Lautner, Chair

Kristine Malkowski, Recording Secretary