

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

May 26, 2016  
4:00 p.m.

**Tentative** minutes to be acted upon at the July 28, 2016 meeting.  
Meeting called to order at 4:05 p.m. by Vice Chair Lautner

A Quorum Was Present With the Following Members in Attendance:

Gary Sauer, Benzie County Board of Commissioners  
Marge McCulloch, Leelanau County Member at Large  
Carolyn Rentenbach, Leelanau County Board of Commissioners  
Melinda Lautner, Leelanau County Board of Commissioners

Excused:

Roger Griner, Benzie County Board of Commissioners  
Dr. George Ryckman, Benzie County Member at Large

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

Approval of Minutes:

**Motion:** by Rentenbach, seconded by Sauer to approve the minutes of the March 24, 2016 meeting.

**Voice vote: 4 ayes                      Motion carried**

Approval of the Agenda:

**Motion:** by Sauer, seconded by Rentenbach to approve the agenda as presented.

**Voice vote: 4 ayes                      Motion carried**

Health Officer Update-

Peacock commented on the following programs.

**1. Northern Michigan Public Health Alliance:**

- MDHHS has selected the Northern Michigan Public Health Alliance as the backbone organization of the Northern Region Community Health Innovation Region (CHIR). This is very exciting news and next steps include developing a governance structure as well as identifying geographical boundaries. The priority areas emphasized by the Michigan Blueprint for Health Innovation project that the CHIR will be tasked with include: Community Health Needs Assessment (CHNA),

establishing a community linkages model across the region, as well as a plan for data analytics that will promote collaboration and measurement. The steering committee has met by phone with the State Innovation Model (SIM) team and have begun the early stages of planning.

- District Health Department #10 has submitted a grant to Michigan Department of Health and Human Services on behalf of the Alliance to develop a marketing and outreach plan for the Family Planning Programs. The funding would be up to \$30,000 and would be utilized to develop an interactive website that would provide information on birth control, achieving a healthy pregnancy, STD, and healthy relationships. Clinic finder functions would direct the user to local resources such as the Health Department.
- Health Department of Northwest Michigan submitted a grant to the Michigan Health Endowment Fund on behalf of the Alliance which would allow expansion of a project that has been implemented in other parts of northern Michigan involving a partnership between the schools, Health Department, Federally Qualified Health Centers and local mental health agencies. The result of this project is the placement of a mental health provider in a school building who can see students for behavioral health needs that fall in the mild to moderate category. These services are billable through the FQHC which offers sustainability for the model. The first part of this project would be conducting a needs assessment across the northwest region to determine the status of current services and set priorities for expansion.
- 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. This grant was submitted yesterday and notification will take place in November.

**2. Regional Insight Software Project:** Administration and several staff members attended the Netsmart project kickoff this week. Project leadership and “super users” that have been identified by each partner health department met in Gaylord to review the processes we have compiled to ensure that the Netsmart team understands the desired functionality of the product for each program. There were demonstrations of the test system to familiarize staff with how the program will function.

**3. Benzie Resource Center:** We have been holding weekly meetings between the building partners as well as the construction project manager to finalize the drawings. We held a visioning session with the staff of BLDHD, NMHSI, and CWN to discuss and compile the thoughts of our front line staff and their input has informed the process of reviewing and making final revisions to the plans and also

helped us to set some priorities for integrating services in a seamless way for clients. The architect and dental representative made some recent revisions to the dental area and we are hoping for plans to be finalized by the end of this week. The team meets again on 5/18/16. A dentist has been on site providing dental services in addition to the hygiene services.

4. **Staffing update:** We have hired the additional staff positions that were approved at the last meeting and roles have been transitioning. We are very pleased with the candidates who applied and look forward to supporting our services with these new staff members. We are looking forward to offering the Wise woman program beginning this month as well as offering rapid HIV tests and enhanced services through the Healthy Futures program.
5. **Environmental Health:** A workgroup has been convened through the NMPHA to assess current status and plan for future environmental needs. Progressing toward implementation of new software program, Healthspace, for documenting services.
6. **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 Women's Health programs such as Family Planning, Breast and Cervical Cancer Control and Navigation, and Wisewoman.

1 A. BLDHD Data Management Plan –

Peacock reported the data management plan along with the organizational plan have to be approved by the Board for our State accreditation. These plans also have to be approved by the State prior to accreditation and must be mailed in by July. Putney explained these plans will need to be adopted every year. Discussion followed.

**Motion:** by Rentenbach, seconded by Lautner to accept the Benzie-Leelanau District Health Department Data Management Plan as presented.

**Voice vote: 4 ayes      Motion carried**

1 B. BLDHD Organizational Plan –

**Motion:** by Rentenbach, seconded by Sauer to accept the Benzie-Leelanau District Health Department Organizational Plan as presented.

**Voice vote: 4 ayes      Motion carried**

2. Personnel and Finance Committee Report:

A. Accounts Payable-

**Motion:** by Sauer, seconded by McCulloch to approve the accounts payable in the amount of \$198,152.42

**Voice vote: 4 ayes                      Motion carried**

B. April 2016 – Financial Statements-

Putney reported the current year to date shows \$55,000.00 in the red. This is due to new staffing we have hired. Permit and food license revenue for April put environmental health in the black. The additional staffing put personal health in the red; however, we will be receiving grant money from the State which will catch us up. As noted in the amended budget, Putney expects to come out in the black.

**Motion:** by Sauer, seconded by Rentenbach to place the April 2016 financial statements on file.

**Voice vote: 4 ayes                      Motion carried**

C. Approval of Recycling Contract Amendment –

Putney reported Trudy Gala sent her the contract amendment for board approval. This is for 6 ½ years. It coincides with Leelanau County's current funding thru 2021. Lautner inquired if this is just an amendment and the original agreement still stands whereas if we have issues that cannot be resolved we can terminate the contract. Putney stated the original agreement still stands.

**Motion:** by Rentenbach, seconded by Sauer to approve the agreement between Leelanau County and the Benzie-Leelanau District Health Department for recycling site amendment one.

**Voice vote: 4 ayes                      Motion carried**

D. Approval of Amended Budget –

Putney reported taking into consideration the additional funding we are expecting, the projection is the budget will be a balanced budget or be in the black a little bit. Discussion followed.

**Motion:** by Sauer, seconded by Rentenbach to accept the amended budget.

**Voice vote: 4 ayes                      Motion carried**

3. Staff Reports:

A. Administrative- Dodie Putney

Putney stated work has been ongoing with the coordination of Northwest Michigan Health Services, Inc. and the dental services in the Benzie building.

B. Environmental Health- Tom Fountain

Fountain reported Marc Grossnickle started employment with the department the first week of April and is adapting well. Sanna Johnson started today in the Benzie office as the new Environmental Health Secretary.

Several state wide issues are being addressed in Lansing which could impact the department. State wide sanitary code is back in the spotlight. There is also proposed

legislation to allow dogs in licensed food establishments (patios) along with the elimination of vending machine inspections. A downstate man intentionally poisoned ready to eat food in some South East Michigan facilities.

Annual beach monitoring will begin after Memorial Day weekend. Weekly samples for e-coli will include the same beach sites as last year.

The D.E.Q. is looking to get a group of Northern Michigan Sanitarians together to study the waste being generated at wineries, brew pubs and distilleries.

Fountain stated he will be attending a one day workshop on June 22, 2016 addressing the increasing swimmers itch issue in Northern Michigan lakes. A swimmers itch coalition member thanked the board of health for the letter of support submitted in January.

The Northern Michigan Environmental Health Directors will be meeting soon to develop some cross-jurisdictional projects and apply for grant money with the help of Jane Sundmacher from the Health Department of Northwest Michigan.

#### C. Personal Health- Michelle Klein

Klein reported a new nurse Stephanie Burns has started in the Leelanau office. Once she is trained, Autumn Jurek will be able to take over Healthy Futures. We are looking at a grant to pilot for beefing up the program.

We have been working With District 10 who is the fiduciary for a Regional Immunization Grant where there are 32 counties involved. In the fall we will be doing school based immunizations. We could possibly do three clinics a school year for 13 to 17 year olds to get their immunizations up to date. This is still in the planning phase as there are a lot of details to work out.

Roberta Besey, our new nurse in Benzie went to training last week for a Diabetes Prevention program. We will be partnering with Munson to offer this program. It's a year contract for clients who are at risk for diabetes. Hopefully by July 1<sup>st</sup> we will have this in place.

#### D. Medical Director- Dr. Joshua Meyerson, MD, MPH

Dr. Meyerson reported on state wide outbreaks. There have been no measles cases in the state this year. There have been two confirmed cases of mumps at Calvin College in Grand Rapids. There has been an increase in mumps activity across the nation. Chicken pox activity has increased over last year however it has been relatively quiet this spring.

Meyerson stated flu came late this year and there was somewhat of a rush of flu outbreaks after spring break. Although there is still a lot of respiratory illness out there it has been decreasing in the last two weeks.

There have been a lot of reports of people finding ticks on them. Lyme disease tends to peak later in the summer due to the nymphs being more active. The most common tick is the dog tick which is larger and easier to see. The black legged tick carries the Lyme disease and they are no bigger than a sesame seed. They do enlarge as they feed however because of their size they are hard to see. The black tick is endemic in Benzie and Leelanau County.

Dr. Meyerson reported the state is getting some funding for mosquito surveillance due to the Zika Virus. The big concern with the virus of course is the catastrophic effect on babies. Although low likelihood it's a very big impact. Another concern with the Zika Virus that makes it different than the other mosquito born viruses is it can also be sexually transmitted from males to females.

**Motion:** by Sauer, seconded by Ryckman to adjourn the meeting.  
**Voice vote: 4 ayes      Motion carried**

Vice Chair Lautner adjourned the meeting at 5:30 p.m.

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Melinda Lautner, Vice Chair

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Heidi Roper, Recording Secretary

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