

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Thursday, November 21, 2019 4:00 p.m.
Benzie Resource Center
6051 Frankfort Highway
Benzonia, Mi 49616**

Chairperson Gary Sauer called the meeting to order at 4:00pm

Members Present:

Dr. Barbara Conley - Leelanau County Member at Large
Gary Sauer - Benzie County Board of Commissioners
Melinda Lautner - Leelanau County Board of Commissioners
Dr. George Ryckman - Benzie County Member at Large
Carolyn Rentenbach – Leelanau County Board of Commissioners
Linda Farrell – Benzie County Board of Commissioners (Via phone)

Staff Present:

Lisa Peacock – Health Officer
Dodie Putney – Director of Administrative Services
Michelle Klein - Director of Personal Health
Dr. Joshua Myerson – Medical Director

Excused:

Eric Johnston – Environmental Health Director

Guests Present:

Chet Janik, Leelanau County Administrator
Mitch Deisch, Benzie County Administrator
Patricia Soutas-Little, Leelanau County Commissioner

Pledge of Allegiance

Approval of Minutes:

Motion by: Conley to approve the Regular Board of Health Meeting of September 26, 2019.

Seconded by: Ryckman

Voice vote: 5 yeas 0 nay 1 excused Motion carried

Approval of the Amended Agenda- there will be no Action on the Interim Agreement with Leelanau County as the draft is not ready

Motion by: Ryckman to approve agenda as amended.

Seconded by: Conley

Voice vote: 5 yeas 0 nay 1 excused Motion carried

Public Comment –

Chet Janik - Leelanau County Administrator, joined to provide an update to the Board of Health on the recent Ballot Millage Proposal for Early Childhood Services in Leelanau County. He suggests based on early discussions with commissioners and health department administration as well as legal counsel that the Leelanau County Commission and the Benzie-Leelanau District Health Department consider an interim agreement to begin development of a plan for implementation of the millage.

Health Officer Update – Lisa Peacock

1. **Discussion and planning for implementation of expansion of Leelanau early childhood services:** After discussion, it was decided that Peacock will develop a draft of the concepts which would be included in an agreement, including the scope of work and budget, to be considered by the Board of Health and Leelanau County as well as legal counsel to determine that meets the legal criteria of the millage proposal for early childhood services in Leelanau County. If supported, the attorney would then draft an interim contract with the direction of Leelanau County. Since the Benzie-Leelanau District Health Department Board of Health does not have another regular meeting until the end of January, they will hold a special meeting to discuss the conceptual draft.

A Special meeting has been scheduled for the Benzie-Leelanau District Health Department to take place at the Benzie Community Resource Center on December 12th at 4:00pm, to further discuss the proposal for Interim Agreement between Leelanau County and the Health Department for Early Childhood Services.

2. **Northern Michigan Community Health Innovation Region (NMCHIR) Update:** The Northern Michigan Public Health Alliance (NMPHA) Backbone Organization (BBO) staff have been working on a plan to continue the work of the NMCHIR after the current CMS grant ends at the end of January 2020. The overall funding plan will likely support the work at a level very close to the current level. It is planned to be a combination of MDHHS funding, which we will learn more about at a statewide convening tomorrow, as well as grant support, and billable revenue. We hosted Sarah Redding, MD, co-developer of the Pathways Community HUB model for a two-day meeting with our BBO leadership team, staff, and steering committee, as well as MDHHS CHIR and Medicaid teams and Medicaid Health Plan partners to discuss the potential next steps for certification under their model. The outcome was that our Community Connections model is very close to meeting the Pathways Community HUB certification requirements and we have developed a plan for readiness. We learned some important information about staffing and caseload levels as well as strategies for contracting for payment. Dr. Redding is following up with connecting the Michigan Medicaid team with her Medicaid partners in Ohio where all health plans are reimbursing for HUB services. She is also following up with our EMR software vendor, Patagonia, who is currently developing our documentation system for this program, to assure that it will be set up properly for documentation, billing, and reporting. In addition to the original 10 counties in the NMCHIR region, HUB services have already been developed in 11 additional counties. Community Health Needs Assessment and Improvement Planning action teams are working across the NMPHA region. The expansion planning team continues to develop governance, staffing and services across the 31 county NMPHA region.



The Northern Michigan Community Health Innovation Region received the 2019 Public Health Community Achievement Award at the Michigan Association of Local Public Health's annual conference! This award is presented to a Michigan entity that has impacted the health status of Michigan's residents through significant improvement in public health, through exceptional innovation in service and programs.

Personnel and Finance Committee Report

Accounts Payable

Motion by: Rentenbach to approve Accounts Payable and pay them.

Seconded by: Conley

Voice vote: 5 yeas 0 nay 1 excused **Motion carried**

September 2019 Financial Statements

Putney reported that the financials are through the end of September, which is the end of our fiscal year end. If all goes as planned, as of now we are \$510.00 in the black. Putney concluded that this figure is before our scheduled yearly audit with Anderson and Tackman Co. Once the audit is completed Putney will have a more concise figure to present to the board members.

Motion by: Conley to accept the Financial Statement as presented.

Seconded by: Rentenbach

Voice vote: 5 yeas 0 nay 1 excused **Motion carried**

Staff Reports

Medical Director- Dr. Joshua Meyerson

Dr. Meyerson provided copies of his fall physician's update for review. The update included information regarding upcoming Immunization clinics in Benzie and Leelanau, HPV Vaccine update, Food Worker return to work guidelines, Vaping and Communicable disease totals.

Dr. Meyerson gave an update on cases of Eastern Equine Encephalitis (EEE), he has had several inquiries on whether EEE is contractable in Northern Michigan. While Meyerson said there is no reason to assume that it could not be contracted in our area. There was a horse that contracted EEE in Leelanau County. While there is not a lot of data on EEE in our area it is able to be contracted in Michigan where mosquitoes are prevalent. The emergency flavor vaping ban by Governor Whitmer is on hold pending court decision. Communicable Disease there have been reported outbreaks of Pertussis/Whooping Cough in Buckley which is part of Wexford County. There has also been a reported case in Benzie County.

He also reported that last week the Governor announced she created a Michigan opioid task force to combat the opioid epidemic and cut opioid death rate by half. They will be using several marketing techniques to reduce the stigma with opioid dependency as well as trying to remove prior authorizations through

insurance pertaining to opioid treatment medications. They will be using harm reduction activities like needle exchange programs and naloxone distribution. Locally in Leelanau County they are ahead of the curve with opioid treatment including the grant in Leelanau with the harm reduction activities and syringe service programs.

Personal Health - Michelle Klein

Klein shared about the accreditation process and the many factors that the auditors consider during this process. In all she said that there were 147 indicators they look at during the Accreditation and within those 147 indicators there are sometimes between 10-25 specific things they are looking for. All together they are probably looking at about 1500 different things we are doing specifically. Klein reported that we had 3 indicators that were not met, and the rest were met, and 47 indicators that the Health Department received special recognition on for going above and beyond. The 3 things not met weren't major issues just some forms and such that needing updating. They were minor issues that were very easily fixable.

Klein stated, that the biggest change recently has been going live with Patagonia, which is the electronic medical records system. She said that it has been challenging to learn while still practicing but overall that staff think its going to be great in the long run. Klein is hopeful that once staff becomes more familiar that we will see some efficiencies and long-term benefits to the new system. She also shared that we did recently hire a new Tech names Gabby. Personal Health and Environmental Health will be sharing her for a tech so to start she will be working in personal health 3 days a week and helping the other 2 days in environmental health.

We currently have a partnership with NMHSI and have recently added another nurse practitioner from NMHSI to work in the Benzonia office to perform services. She is an experienced nurse practitioner. Klein is hoping that with the limited availability we have for services she is hoping this will help expand the numbers of clients we are able to care for.

Environmental Health Director – Eric Johnston was excused, Johnston provided the written report below in his absence.

1. Record Scanning Project

All the bids have been received for our proposed record scanning and document management project. Due to the generosity of the Leelanau County Board of Commissioners and the special project funding they approved, we have begun the process of scanning our Leelanau County office records. The scanning company (DSS/Equature) collected the files on November 14th and have begun the process of cataloging each file and preparing the documents for scanning. They estimate that the scanning process should be completed by the end of December 2019 or early January 2020.

In addition to the records being scanned, we have contracted with General Code (GC) to install the document management software, Laserfiche. With this software, our scanned documents will be stored in the "Cloud" and will provide a portal on our website for the public to access records 24 hours a day, 265 days a year. GC will use a spreadsheet provided by the Leelanau County Equalization Department to index our files by property number and address. To provide as much public access to our records as possible, we will also be providing Leelanau County Equalization our digital records for use as they deem proper. GC will also be working with our scanning company to ensure the scanned document format will import smoothly into the Laserfiche program. It is our desire to have Laserfiche and the public portal in full use by spring of 2020.

Currently, we were unable to obtain adequate funding to process our Benzie County records. However, we will pursue every possible funding source to get those records scanned as soon as possible.

2. Potential Health Space Environmental Health (EH) Program Upgrade

On October 23, 2019, Dodie and I viewed a demonstration of the “Cloud” Health Space system. We currently are using the “Legacy” Health Space program as our EH program. The version we are currently have uses multiple servers to store our data and has numerous “quirks” that make it user “unfriendly” and it also has severe limitations with its reporting capability. The new Cloud HS has corrected those issues and appears to be much more user friendly and is much more configurable to our Department’s needs and wants. It also has the potential to the provide the public with more on-line options for obtaining our services.

At this time, we are working with HealthSpace management to obtain time and cost estimates of a possible conversion to the new system and an estimate of the annual cost to the department.

3. Michigan Septic Summit

On November 6, 2019, I attended and participated in the 1st Annual Michigan Septic Summit. The summit was very well attended by a wide array of individuals with different professions, viewpoints, and interests related to septic systems. I participated on two panels, 1. Local Efforts to Control Risk and 2. Public Policy Options. In general, the discussions during the summit centered around the pros and cons of a statewide code and options for ensuring that existing septic systems are adequately protecting public and environmental health. The summit did not lead to any solutions to the current EH issues of the day. It did, however, provide an excellent platform for getting our opinions heard, highlighting the challenges that local health departments face, and a wonderful opportunity to educate politicians, special interest groups, academics, and the general public about septic systems.

There was also a presentation by the Bay County EH manager detailing their efforts to use a mapping program to make access to septic system and water well information available to the public. They are using GPS units and GIS (mapping software) to shoe the house, water well, and septic system location on each property. It was an exciting use of technology for our profession, in which the first step was to convert all their paper files into digital records. I am happy to say, that with our scanning project underway, we may be able to apply that technology at some point in the distance future.

4. Staffing Workload Study

At the September BOH meeting, I indicated that I would be conducting a Sanitarian workload study in order to determine if additional staffing was needed. I have begun that study but would like to hold off on any recommendation until I can dive deeper into the data and until I can make a recommendation that I feel comfortable enough to share with the Board. I plan on making that recommendation at our next meeting in January.

Administrative – Dodie Putney

Putney had a few things to report beginning with the new electronic medical software which is cloud based and not on a server. We are setup with personal health software on the cloud and planning to move our financial software to the cloud within the next few months and moving forward to eventually have environmental health software on the cloud as well. With all main software on the cloud, we will then be able to get rid of our server. Upcoming, Putney will be looking into needed network upgrades to make sure when moving all software to cloud base that we have the network capacity to efficiently use the cloud base such as internet speeds.

At the July meeting the Board members approved Putney to open an account through Michigan Class. In August Putney was able to move \$25,000 and another \$25,000 in October and in total interest earned so far was \$140.00. While Putney would like to keep all the current funds in the Michigan Class account, reality is that this winter she will probably need to pull some funds back.

In fiscal year 2019 Budget the State allowed a 6-Million-dollar increase to our essential local public health services funding. They approved it in fiscal year 2019 and it is now just getting ready to be distributed to

the County's to be paid to the Health Department on December 2nd. Benzie County is our fiduciary and Putney has been in touch with the Treasurer to let her know that we will be receiving \$61,926.00 based on the funding formula on 10-million. That money will primarily be for the Environmental Health programs to help offset the local costs.

In the fiscal year 2020 Budget that has not been adopted officially yet there is a 6-million dollar increase in the essential local public service funding. It is not in the budget that was adopted for 2020 yet but it will be in the amended budget.

Public Comment-none

Board Comments-none

Adjourn: The meeting adjourned at 5:57 pm

Gary Sauer, Chair

Renee Youker, Recording Secretary

DRAFT