

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
SPECIAL BOARD OF HEALTH MEETING
Thursday, December 12, 2019 4:00 p.m.
Benzie Resource Center
6051 Frankfort Highway
Benzonia, Mi 49616**

Chairperson Gary Sauer called the meeting to order at 4:02pm

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

Staff Present:

- Lisa Peacock – Health Officer
- Dodie Putney – Director of Administrative Services
- Eric Johnston – Environmental Health Director

Guests Present- none

Pledge of Allegiance

Approval of the Agenda:

Motion by: Conley to approve the agenda.
Seconded by: Rentenbach
Voice vote: 6 yeas 0 nay 0 excused **Motion carried**

Public Comment – none

Leelanau Early Childhood Millage Planning & Development Proposal:

Lisa reviewed the conceptual draft including scope of work and budget information that could be presented to the Leelanau County Board of Commissioners for consideration if approved by the Board of Health. The focus of a proposed interim agreement is outlined below:

	Year 1: Leelanau County Early Childhood Millage Planning and Development Interim Agreement
Contractor Name	Benzie Leelanau District Health Department Organizational Structure: District Health Department
Method of Selection	Leelanau County Early Childhood Services Millage Proposal was affirmed by election on November 5, 2019. The purpose was stated as <i>funding the development, implementation, coordination, and monitoring of early childhood health, vision, dental, mental, and emotional health and related early childhood development programs for residents of Leelanau County.</i> Benzie Leelanau District Health Department was indicated in the ballot language as an agency that may receive a portion of the funding. The Benzie Leelanau District Health Department has

	extensive experience in collaborating with community partners to provide support for families during the early childhood period.
Period of Performance	January 1, 2020 – December 31, 2020 Anticipated 6-12 months period for planning and development
Scope of Work	<p><u>Overview of request</u> The goal of this proposal would be to establish an interim agreement that would allow for BLDHD to increase staffing capacity to facilitate planning and development of a multi-year strategic implementation plan with clear goals, objectives and measures, in collaboration with BLDHD Board of Health, Leelanau County Administration and Leelanau County Board of Commissioners as well as legal counsel, and to continue ongoing Parenting Communities services at current level to assure no gaps in service to the community.</p> <p><u>Background</u> After initial discussions between the BLDHD Administration and Board of Health, and Leelanau County Administration, as well as respective legal counsel, it was determined that an interim plan would be beneficial to properly develop comprehensive plans for implementation of the Leelanau County Early Childhood millage. Early childhood programs to be developed and implemented through the millage are designed to provide all Leelanau County parents of children from birth to age 6 with a comprehensive framework of support to maximize the health and well-being of both parents and young children with the intention of strengthening the future of Leelanau County by strengthening young families.</p> <p>Program elements may include parenting information; opportunities for support and networking with other parents; coordination and assistance with resources to meet basic needs (food, housing, transportation, safety, etc...); information and assistance accessing preventive physical and dental health care; referral or direct provision of behavioral health support services; and child developmental assessment. Home visits, parent-child playgroups, and parent-centered community events are the primary activities conducted to achieve this goal of creating a network of support for Leelanau County parents and children.</p> <p><u>Project Overview</u> During this interim period, initial staffing would be established at BLDHD to facilitate the planning process for implementation of the early childhood millage in collaboration with Leelanau County and the BLDHD Board of Health. Expectations of the project would include developing a community advisory committee that would ensure programs are implemented as intended, reviewing and evaluating data on community needs and gaps as well as community supports and strengths, and oversight/evaluation of current Parenting Communities model. Staff and leadership under the interim agreement would be responsible for developing a multi-year, comprehensive strategic implementation plan with clear goals and objectives for consideration and eventual approval by the BLDHD Board of Health and the Leelanau County Board of Commissioners.</p> <p>The Early Childhood Planning and Development Team will focus on 5 main objectives during interim period:</p> <p>Objective #1: Evaluate and oversee current Parenting Communities staff and program which includes home visiting, parent and child play and support groups, and community events and outreach.</p> <p>Objective #2: Develop policies, procedures, and documentation system for expanded program, incorporating existing elements where appropriate.</p>

Objective #3: Establish a community advisory committee to assure community input into program development.

Objective #4: Summarize available data and establish metrics to be measured to assess progress toward program goals.

Objective #5: Develop Strategic Implementation Plan with clear goals and objectives for implementation of millage.

The Early Childhood Planning and Development Team would initially consist of:

1. Early Childhood Program Coordinator, 0.5 FTE. Examples of the anticipated work within this role includes:
 - Develops a county-wide early childhood committee with the goal of improving coordination of services among all partners providing services to families with young children.
 - Reviews and analyzes data pertaining to early childhood needs, barriers, and assets in Leelanau County for the purpose of prioritizing program planning
 - Leads work in collaboration with Health Department leadership and staff, Leelanau County Administration and Board of Commissioners, and BLDHD Board of Health to develop multi-year strategic millage implementation plan with clear goals, objectives, and measures of progress.
 - Ensures that families, schools, health care providers, community agencies, businesses and others are informed of programs and services available for young children and their parents.
 - Identifies innovative, evidenced-informed opportunities for improving the health and well-being of families and young children in Leelanau County.
 - Explores strengths and barriers in access to mental health/infant mental health services and works with partners to develop plan to reduce barriers and increase access.
2. Program Supervisor, 0.5 FTE. Examples of the anticipated work within this role may include:
 - Evaluates and oversees current Parenting Communities program
 - Develops policies and procedures for program implementation
 - Develops process and outcome measures and ensures data collection and reporting of measures
 - Supervises program staff, including hiring, evaluation, scheduling, etc.
 - Ensures all program staff receive required trainings
 - Coordinates the acquisition of supplies needed for all program activities
 - Ensures programs expenses do not exceed budgets
3. Licensed Social Worker, 0.5 FTE. Examples of the anticipated work within this role may include:
 - Conducts intake visits to assess family needs
 - Develops plan with the family to determine the best programs/services to meet needs and makes referrals as indicated.
 - Provides direct services for families with complex or mental health needs
 - Administers standardized assessments as determined by established policies

	<ul style="list-style-type: none"> • Provides support, direction, and reflective supervision activities for CHW staff • Lends expertise to implementation plan development <p>4. Community Health Worker (CHW): 1.6 FTE. Examples of the anticipated work within this role may include:</p> <ul style="list-style-type: none"> • Community Health Workers are trained in early childhood principles and are preferably certified as CHW's. • Conducts home visits based on family needs and interests, which may include parenting support and education; education about preventive health care for children and adults; assessment of physical/mental/social needs of the family and linking to health care providers and community resources; assessment of physical/social/emotional development of the child; individualized assistance in addressing barriers to improve the health of the family. • Coordinate and facilitate weekly playgroups in each community • Participate in community events such as health fairs and reach out to families at other strategic locations such as the baby pantry. • Coordinate community events based on parent interests (education, social, community service) • Participate in team planning and reflective supervision activities • Lends expertise to implementation plan development <p>5. BLDHD Personal Health Director (.1 FTE; 2 day/month during planning phase, expect to decrease once programs and staff are established). Examples of anticipated work within this role may include:</p> <ul style="list-style-type: none"> • Develops and monitors budgets • Reports to Board of Health and Board of Commissioners • Oversight of Coordinator and Supervisor positions • Oversight of multi-year implementation plan development • Conducts quality assurance activities to ensure fidelity to program policies and procedures <p>6. BLDHD Director of Administrative Services (.025 FTE; ½ day/month). Examples of anticipated work within this role may include:</p> <ul style="list-style-type: none"> • Monitors expenses and revenue and works with Director of Personal Health to develop program budget and ensure ongoing expenses within budget • Prepares financial reports for Board of Health and Board of Commission • Works with Leelanau County staff to ensure proper transfer and accounting of funds
Method of Accountability	<p>Benzie Leelanau District Health Department Administrative team including Health Officer, Administrative Services Director, and Personal Health Director will provide overall monitoring and supervision as well as reporting to Benzie-Leelanau District Health Department Board of Health and the Leelanau County Board of Commissioners.</p>
Itemized Budget and Justification	<p>Benzie Leelanau District Health Department Budget: Up to \$375,934, January 1, 2020-December 31, 2020 for 6-12 months planning and development process. Would request two payments – 1 at commencement of interim period and another at 6 months.</p>

	<u>Salary and Wages</u> \$159,966 CHW/PHT, 1.6 FTE (at an annual salary of \$38,103) = \$60,965 Early Childhood Coordinator, 0.5 FTE (at an annual salary of \$51,694) = \$25,847 Licensed MSW, 0.5 FTE (at an annual salary of \$58,442) = \$29,221 Personal Health Director, 0.1 FTE (at an annual salary of \$82,212) = \$8,221 Personal Health Supervisor, 0.5 FTE (at an annual salary of \$67,314) = \$33,657 Administrative Services Director, 0.03 FTE (at an annual salary of \$82,212) = \$2,055 <u>Fringe Benefits @ 48.5%</u> \$77,584 FICA, Unemployment Ins, Retirement, Health, Life, Vision, Dental, Work Comp, Long term Disability <u>Travel</u> \$290 Travel to meetings, trainings, and community events to promote Early Childhood Services to families and community = 500 miles X 0.58 = \$290 <u>Supplies and Materials</u> \$18,560 Meeting facilitation materials and supplies = \$1000 Postage, copying, promotional materials promoting Early Childhood Services = \$400 Software licenses (\$1290/user X 4 for new employees) (Patagonia & Office 365) = \$5,160 Laptop computers X 4 for new employees (including docking stations and operating systems) = \$11,600 Desktop printer/scanners X 2 for remote worksites if needed = \$400 <u>Contractual</u> <u>\$2,000</u> Legal expenses to ensure compliance with contractual/millage obligations <u>Other Expenses</u> \$19,967 Communications: \$84/mon. x 3.625 FTE x 12 mon. = \$3,654 Space Cost: \$375/mon. x 3.625 FTE x 12 mon. = \$16,313 <u>Total Direct Expenditures</u> \$276,163 <u>Indirect Cost Calculation</u> <u>\$99,771</u> Direct Expenditures = \$260,183 X 18% = \$52,037 (IDC rate #1) Direct Expenditures = \$260,183 X 24% = \$62,444 (IDC rate #2) <u>Total All Expenditures</u> \$375,934
Extra Information	

Motion by: Farrell to accept the Interim Agreement Proposal prepared by Peacock with the requested changes made by the Board of Health and then allow Peacock to present the Interim Agreement to the Leelanau County Board of Commissioners.

Seconded by: Conley

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

Public Comment-none

Board Comments-none

Adjourn: The meeting adjourned at 5:11 pm

Gary Sauer, Chair

Renee Youker, Recording Secretary

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