

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

July 28, 2011  
3:30 p.m.

Meeting called to order at 3:30 p.m. by Chair Nielsen

Roll call.

Pledge of Allegiance

Members Present:

Anne Damm, Benzie County Board of Commissioners  
Marcia Stobie, Benzie County Board of Commissioners  
Dr. Richard Nielsen, Benzie County Member at Large  
James A. Schaub, Sr., Leelanau County Board of Commissioners  
Mary Tonneberger, Leelanau County Member at Large

Absent:

David Shiflett, Leelanau County Board of Commissioners

Administration Present:

William Crawford, Health Officer and Director of Environmental Health Services  
Jenifer Murray, Director of Personal Health Services  
Dodie Putney, Director of Administrative Services

Excused:

Dr. Michael Collins, Medical Director

Staff: None present

Guests: None present

Approval of Minutes:

**Motion:** by Tonneberger, seconded by Stobie to approve the minutes of May 26, 2011 meeting as presented.

**Voice vote: 5 ayes      Absent: Shiflett**

Approval of Agenda:

**Motion:** by Tonneberger, seconded by Stobie to approve agenda with the addition of Item 2 – C. Summary of Services.

**Voice vote: 5 ayes      Absent: Shiflett**

Public comments: No one present

1. Health Officer's Report:

A. Binsfeld Building Zoning – Crawford presented a copy of the minutes from the Leland Township Planning Commission meeting on Wednesday, July 6, 2001. The rezoning

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request for the Connie Binsfeld Resource Center was presented at this meeting. Crawford stated that the request was given no support. The members felt that allowing a commercial use of the building was not appropriate or in line with their Master Zoning Plan. Crawford said he would like to stop the effort to change the zoning and refocus on finding a not-for-profit renter for the vacant space.

There was a general discussion about not spending more money to pursue a zoning change and the sale agreement with the listing realtor. It was pointed out that the building would have to be sold to a non-profit entity or a for profit entity that would rent only to non-profit, governmental or educational groups that would fit the zoning requirements.

B. Septic Regulation Survey of Lake Leelanau – Crawford reported on the proposed septic regulation changes. He said that the staff has completed about 50% of the survey that was requested at the May meeting. He is not asking the Board to take any action at the current meeting. Crawford expects to present the figures at the September Board of Health meeting for review and action.

Stobie asked about the differences between the Leelanau ordinance and the Benzie ordinance.

Crawford said the distance to water table requirement was the same for both ordinances but the septic and well evaluation portions were different.

There was a general discussion about evaluating the off-water holding tank sites. Crawford said that these were not currently being considered in this study because 60% of the holding tanks in Leelanau County are in the study area.

2. Personnel and Finance Committee Report:

A. Accounts Payable –

**Motion:** by Tonneberger, seconded by Schaub to approve the accounts payable as presented in the amount of \$226,778.12.

**Voice vote: 5 ayes      Absent: Shiflett**

B. June 2011 – Financial Statements –

Putney reported that we are in the black at the end of June 2011, because the Department has received the H1N1 grant money from the State. The money has been spent and will be reflected in the month end statements for July and August. Putney expects to end the fiscal year with a balanced budget. The goal is to not draw from the fund balance at the end of the fiscal year.

There was a general discussion about the cash flow and challenges of the budget.

**Motion:** by Tonneberger, seconded by Stobie to acknowledge receipt of the June 30, 2011 financial statements.

**Voice vote: 5 ayes      Absent: Shiflett**

C. Summary of Services –

Crawford presented a Summary of Services Report with updated figures for the fiscal year 2009-2010. The report provides a description of the service, costs for providing the service and number of clients served. This is an important tool for use in the budget process.

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There was a general discussion about the trends in the Environmental Health program. Tonneberger asked if the numbers were down because of economic down turn in the building market. Putney said that she feels it has stabilized. Crawford said that unlike the building departments which act on permits only, the Environmental Health Department has other mandated service inspections that must be performed annually. These inspections bring in additional revenue to the Department and are more stable than septic and well permits which may be driven by the building market.

There was a discussion about how the programs interrelate and what effects discontinuing one program would have on another. Members felt a summary of changes between the fiscal years would be helpful for review.

There was a discussion about the requested 3% increase in County appropriations.

Schaub suggested that Crawford present the summary at the August Leelanau County Board of Commissioners which Crawford will attend. Putney said they had met with Benzie County regarding the 3% request. Benzie County will not be increasing the appropriations for the second year in a row. She appreciates that the appropriations were not cut.

Tonneberger asked about the healthcare proposal that Murray had presented to the Leelanau County Commission on Aging (COA).

Murray said she had approached the COA director about services the Health Department could provide to fill gaps in seniors healthcare services. Currently those services are provided by other contractors.

Schaub said it would be nice to keep services locally when possible.

Schaub, Tonneberger and Murray will set up a date to meet with the COA director to discuss possible collaboration between the COA and Health Department for services.

Tonneberger commented on the CHAPS program and feels more seniors aged 60-64 may be eligible for these services. Murray said that the Department is willing to help eligible seniors with the CHAP application process.

Nielsen mentioned some changes that will be coming with the new Healthcare Reform.

**3. Staff Reports:**

A. Administrative – Putney said she has been working on the next fiscal year budget and the challenges related to that.

She reported that the Leelanau building had been broken into last night. Some laptop computers and a projector were taken. They were able to initiate security procedures and no client information was compromised.

Putney said that the new Personal Health software system changes are progressing along quite well.

B. Environmental Health – Crawford said that they had several bat incidents reported today. If needed the bats are sent to the State lab for testing.

Crawford reported on a meeting that he attended regarding establishing safe routes or making current routes to school safer for children. They are applying for a grant for this project. They would promote more physical activity through walking or biking rather than parents dropping children at the school.

Stobie asked about Swimmer's Itch in the lakes. Crawford explained how Swimmer's Itch forms and methods to prevent it. Literature is available at the Health Department.

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C. Personal Health – Murray commented that she and staff have been documenting program procedures in preparation for the move to the new computer software program in Personal Health.

Murray said that MDCH has applied for Community Transformation Grant funding and BLDHD may have an opportunity to participate in the grant. The focus of the grant would be on prevention of obesity and tobacco use. She will keep the Board informed of the progress.

Murray commented that they are in the process of planning for flu clinics for 2011-2012. Nielsen said the Crystal Lake Clinic is currently administering flu shots.

Public comment: No public present.

**Board Comment:**

Crawford reported that at the September meeting Heidi Roper will be transitioning into the recording secretary position because Kathy Cudney will be retiring in February 2012.

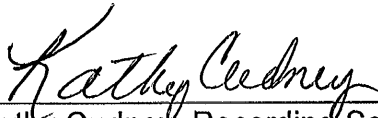
**Motion:** by Tonneberger, seconded by Damm to adjourn. Meeting adjourned at 4:23 p.m.

**Voice vote: 5 ayes      Absent: Shiflett**



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Dr. Richard Nielsen, Chair



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Kathy Cudney, Recording Secretary