

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

December 1, 2011  
3:30 p.m.

Meeting called to order at p.m. 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: See Guest List in record

**Approval of Minutes:**

**Motion:** by Tonneberger, seconded by Schaub to approve the minutes of the September 22, 2011 meeting as presented.

**Voice vote: 5 ayes Motion carried.**

**Approval of Agenda:**

**Motion:** by Tonneberger, seconded by Schaub to approve the agenda as presented.

**Voice vote: 5 ayes Motion carried.**

**Public comments:**

John Popa, Bingham Township Leelanau County spoke about the changes to the Health Code, disappointed no revisions were made. Spoke about the past history. Stated he and other citizens expected changes to be made to the code regarding fill and mound systems. Felt the Health Department needs to allow cluster systems. Does not think the purpose of the Board is to limit building or development.

Crawford read letter from Russell Kirk regarding septic changes and mound system issues. Letter entered into record.

1. Health Officer's Report:

A. Septic Regulations – Recommendations

Crawford presented his report with recommendations regarding the septic code changes. Gave a history of the code and changes made to it in the past. Stated the current code is less restrictive than it was when implemented in 1972. Crawford is concerned if changes are made to the code that it won't address issues on existing sites that need to be upgraded. Feels the best direction to take is to modify cluster systems and not individual homes. Crawford thought the direction after the last meeting would be to make changes in the code. But after the study was completed, he recommends keeping the current regulations, although he is willing to look at cluster systems in a more open minded manner.

Schaub commented he thought that the request from the board from the previous meeting was for Crawford to bring changes to the regulations, not another report.

Nielsen stated Crawford was asked to bring recommendations to the meeting, not necessarily changes. Felt Crawford did what he was asked to do.

Damm and Tonneberger agree with Nielsen.

Crawford commented in item 8 of his report that he does support change in the code to allow properly permitted community systems.

Crawford spoke with the Health Department attorney regarding individual homeowners rights for a system equal to a community system.

Schaub concerned that cluster systems are okay for a group with unsuitable lakefront property, but not an individual with unsuitable non-lake front property.

Tonneberger stated the Board of Appeals would handle those matters.

Nielsen recommended to accept the report from Crawford.

B. Budgetary Discussion – Status

Crawford presented a memo explaining various methods the Administrative team researched for stabilizing the budget. Memo entered into record.

Nielsen commented that it is imminent to maintain a balanced budget. Cannot afford another deficit year. Asked Putney to comment on the H1N1 funding expenditures.

Putney explained the State denied the purchase of two new servers resulting in a return of \$30,000.00 to the State instead of \$10,000.00 as planned in the budget. On the up side the CPBC fiscal year 2011-2012 amendment number one gave us more money for Family Planning.

Stobie asked what effect the Affordable Health Care Act will have on the Health Department.

Murray stated she is unsure at this time but the State and local health departments are watching it very closely. As a core function for public health, the health department will continue to fill the gap of services until more is known about the Affordable Care Act at full implementation.

Nielsen stated we need to deal with what we are dealt now as the Act will not be fully implemented until 2014.

2. Personnel and Finance Committee Report:

A. Accounts Payable –

**Motion:** by Tonneberger, seconded by Schaub to approve the Accounts Payable in the amount of \$180,326.18

**Voice vote: 5 ayes Motion carried.**

B. September 2011 Financial Statements

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

Putney presented a corrected financial statement. Correction on page 2 of the amended 12 month budget column and page 8 of the statement of revenues and expenditures – resource center.

**Voice vote: 5 ayes Motion carried.**

C. October 2011 Financial Statements

**Motion:** by Tonneberger, seconded by Schaub to accept the October 31, 2011 financial statements.

Putney commented we are a little in the black. Not uncommon for the first month of the fiscal year. Cannot afford a deficit this year and she will be keeping a close eye on the cash flow.

Tonneberger asked if we are receiving accelerated payments from the County.

Putney stated not at this time. Stated we just received \$100,000.00 in Cost Based Reimbursement. 18 months behind on their payments for that, but timely with Medicaid and CPBC payments

Nielsen commented there may come a time where we may not be able to make payroll.

Crawford commented we would delay vendor payments if necessary.

Putney stated other health departments are in the same boat but not to the extent that we are. The Leelanau building has taken our surplus. Those monies should be going to client services.

Crawford stated just because the building is in Leelanau, doesn't mean both Counties aren't affected. We are one Health Department covering both Counties. If a County wants to pull out, they are still required to provide the same mandated services required of us presently by the State.

Nielson stated the county appropriations are not out of line with other health departments.

Tonneberger stated if the Health Department folds, the debt for the buildings would fall on both Counties equally.

Nielsen stated if the County owned the building it would supersede the Township zoning.

**Voice vote: 5 ayes Motion carried.**

D. Audio Recording of Board of Health and Board of Appeals Meetings

Crawford presented a memo recommending we purchase an audio recording system for recording the Board of Health and Board of Appeals meetings. Memo entered into record.

Crawford stated the cost is approximately \$350.00 and the administrative team will come up with a plan for making copies available when requested. The plan is to implement the use of the system at the January 26, 2012 Board of Health meeting.

**Motion:** by Stobie, seconded by Tonneberger to purchase audio recording equipment for the purpose of recording the Board of Health and Board of Appeals meetings.

**Voice vote: 5 ayes Motion carried.**

E. 2012 Meeting Schedule for the Board of Health

**Motion:** by Tonneberger, seconded by Stobie to accept the 2012 Board of Health meeting

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schedule as presented.

**Voice vote: 5 ayes      Motion carried.**

F. Approval to close the offices for the 2011 Annual Staff meeting (December 16, 2011)

**Motion:** by Tonneberger, seconded by Stobie to approve closure of both Health Department offices December 16, 2011 for the annual in-service staff training.

**Voice vote: 5 ayes      Motion carried.**

3. Staff Reports

A. Administrative

Putney commented on the Insight Software implementation in the Personal Health Division.

B. Environmental Health

Crawford stated we received the 2010-2012 official accreditation certificate.

Commented on the Norovirus outbreak at the Platte River Elementary School.

C. Medical Director

Excused

D. Personal Health

Murray reported a new Public Health nurse, Kristine Gawne, was hired and will be based in the Leelanau office. Debbie Aldridge has taken the Personal Health Supervisor position based in the Benzie office.

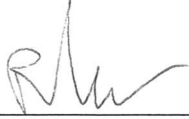
Stated she has been attending meetings for the Northern Michigan Health Coalition, of which the health department is a member organization. Other members include Crystal Lake Clinic, Centra Wellness Network, Northwest Michigan Health Services Inc, Catholic Human services and Paul Oliver Memorial Hospital (Munson Medical Center). The coalition is partnering with the intent of meeting the conditions set forth in the Affordable Care Act. Where there are opportunities, the coalition intends to collaborate and provide a range of health services to benefit the citizens of our collective service areas.

Nielsen stated they are looking to obtain grant money to set into motion the development of a proposal to integrate health services in our region.

Public Comment:    None present

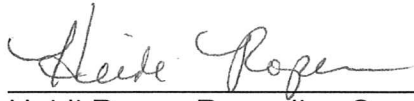
Board Comments:    No comments

**Motion:** by Stobie , seconded by Tonneberger to adjourn. Meeting adjourned at 4:40 p.m.



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Dr. Richard Nielsen, Chair



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Heidi Roper, Recording Secretary

