

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

November 29, 2012

3:30 p.m.

**Tentative** minutes to be acted upon at January 24, 2013 meeting.

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

Roll call.

Pledge of Allegiance

Members Present:

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

Excused:

David Marshall, Leelanau County Board of Commissioners

Administration Present:

Jenifer Murray, Health Officer and Director of Personal Health Services  
Dodie Putney, Director of Administrative Services  
Tom Fountain, Environmental Health Director

Excused:

Dr. Michael Collins, Medical Director

Staff: Eric Johnston

Guests: None Present

Approval of Minutes:

**Motion:** by Tonneberger, seconded by Schaub to approve the minutes of the September 27, 2012 meeting. No additions or corrections.

**Voice vote: 5 ayes            Motion carried**

Approval of Agenda:

**Motion:** by Stobie, seconded by Tonneberger to approve the agenda with the addition of the special meeting date

**Voice vote: 5 ayes            Motion carried**

Public Comments: None

Staff Presentation:

Eric Johnston, Noncommunity Water Supply Program Coordinator, presented his role as the coordinator, our responsibilities as a Health Department to meet state requirements as well as assisting water supply owners to meet safe drinking water act requirements.

1. Health Officer Update- Jenifer Murray:

A. Community Health Assessment and Improvement Plan Update –

Murray reported on the progress of the Community Health Assessment Improvement Plan. For over a year Munson Medical Center, the Health Departments and others have been gathering data on health and have set priorities. Priorities they have targeted are obesity, diabetes, smoking with a special target on pregnant women and smoking, and access to care including physical, dental and mental health care. Murray is incorporating this information into a Health Department Strategic Plan and will present the plan at the January meeting.

B. Survive and Thrive Health Officer Training –

Murray explained the opportunity she has to participate in a year long Health Officer training which is essentially a fellowship where she will be paired with another Health Officer from around the country who is experienced and also from a rural health department. The total cost for the training is \$250.00. The training consists of monthly conference calls and two out of state travel events. The out of state travel will occur in January and December of 2013.

C. Cross Jurisdictional Sharing Grant –

Murray reported The Health Department of Northwest Michigan applied and received a grant for the cross jurisdictional sharing funded by the RWJ foundation. Benzie-Leelanau District Health Department, Grand Traverse, District Health Department #2 and District Health Department #4 are all participating with the Health Department of Northwest Michigan. We are one of 18 teams in the country to be funded. We will be able to learn from other regions how other health departments are set up, ways to be more efficient, and learn what is happening in other places. It's a two year grant which involves the health departments mentioned as well as the University of Michigan School of Public Health, Michigan Department of Community Health, Munson and a group called the Network of Public Health Law.

D. Special Meeting Date –

Nielsen stated we want to set a date for a Special Board of Health meeting. Friday, December 7, 2012 at 3:00 p.m. is the date and time they are looking at. The purpose of the meeting is to satisfy a legal requirement that Mr. Crawford has which is a name clearing hearing. It will be an open meeting, we need a quorum. Discussion followed. Meeting was approved for Friday, December 7, 2012 at 3:00 p.m. in the Benzie Community Resource Center, lower level.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

**Motion:** by Tonneberger, seconded by Schaub to approve the Accounts Payable in the amount of \$258,347.04

**Voice vote: 5 ayes                      Motion carried**

B. September 2012-Financial Statements-  
Discussion regarding the \$36,484.00 balance. Putney explained she believes that the balance is due to accruals which is liability or revenue source carried over from one year to the next. Believes about \$32,000.00 of the balance is a payroll accrual. Stated she will have a more accurate figure after the audit.

**Motion:** by Tonneberger, seconded by Damm to approve the September, 2012 financial statements.

**Voice vote: 5 ayes                      Motion carried**

C. Adoption of EH fees for FY 2013 -

**Motion:** by Tonneberger, seconded by Stobie to approve the EH fees for FY 2013 effective January 2, 2013. Discussion followed.

**Voice vote: 5 ayes                      Motion carried**

D. Section 125 limit at \$2500.00 -

**Motion:** by Tonneberger, seconded by Schaub to approve the Section 125 plan effective January 1, 2013.

**Voice vote: 5 ayes                      Motion carried**

E. Health Officer Training-Out of State Travel -

**Motion:** by Stobie, seconded by Schaub to approve the \$250.00 for the Health Officer training and travel.

**Voice vote: 5 ayes                      Motion carried**

**3. Staff Reports:**

A. Administrative-

Putney reported the auditors will be here Monday December 3, 2012. Once the audit is complete we will have a more accurate figure of how the last fiscal year will end. Putney stated in regards to data management, administration is trying to figure out how to best solve our computer needs. Discussion followed.

B. Environmental Health-

Fountain reported our Environmental Health computer software is soon to be a thing of the past so he is looking into a program called Health Space. He and Eric will be traveling to Mount Pleasant to see how it works in the field as well as the office. Fountain stated he is hoping to see an increase in permit revenue for 2013 as the economy seems to be slightly improving. Grand Traverse County was up 50% in permits this year, hoping it impacts our area as well. Fountain is preparing for Chuck Grant's retirement, Crawford will be working in the Leelanau office for the winter months. Fountain reported on the progress of the Article IX, ten year right of use inspections. Progress is being made as eleven applications have been processed. Some of the inspections will be held off until spring as the owners live out of state and would like to be present. Will be doing the entire Platte Lake and then move on to Crystal Lake.

C. Medical Director-  
Not present

D. Personal Health-  
Murray reported she recently had a nurse from the Leelanau office turn in her resignation so she posted a Public Health nursing position opening. Hopes to have the position filled by the end of December.

Public Comments:

None

Board Comments:

Nielsen reminded the board they will be meeting Friday December 7, 2012 at 3:00 p.m. for the special meeting. Nielsen reported the first meeting in 2013 is January 24 in Leelanau. Stobie stated her time on the board of health has been very educational. She's very happy with the recent changes that have been made, impressed with how people have stepped up.

Chair Nielsen adjourned meeting at 4:35 p.m.

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Dr. Richard Nielsen, Chair

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Heidi Roper, Recording Secretary