

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

January 24, 2013
3:30 p.m.

Tentative minutes to be acted upon at March 21, 2013 meeting.

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

Roll call.
Pledge of Allegiance

Members Present:

Glen Rineer, Benzie County Board of Commissioners
Dr. Richard Nielsen, Benzie County Member at Large
Melinda Lautner, Leelanau County Board of Commissioners
Marge McCulloch, Leelanau County Member at Large
Lisa Tucker, Benzie County Board of Commissioners (3:45 pm)

Excused:

Carolyn Rentenbach, 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: William Crawford
Guests: None Present

Approval of Minutes:

Motion: by Lautner, seconded by McCulloch to approve the minutes of the November 29, 2012 meeting and the special meeting of December 7, 2012 with no additions or corrections.

Voice vote: 4 ayes

Motion carried

Approval of Agenda:

Motion: by Nielsen, seconded by Lautner to amend the agenda to include the election of officers.

Voice vote: 4 ayes

Motion carried

Election of Officers:

Discussion focused the rotation of officers between the two counties. It is time for a Leelanau County representative to be Chair.

Motion: by McCulloch, seconded by Lautner to nominate Melinda Lautner as Chair.

Voice vote: 4 ayes

Motion Carried

Motion: by Nielsen, seconded by Lautner to nominate Glen Rineer as Vice-Chair.

Voice vote: 4 ayes

Motion Carried

Discussion focused on the Personnel and Finance Committee. Chair Lautner appointed Marge McCulloch and Dr. Nielsen to the Personnel and Finance Committee.

Public Comments: Bill Crawford asked that all the Board members review and listen, with an open mind, to the audio recording of the name clearing hearing that was held on December 7, 2012. Bill stated that this was his first opportunity to present his side of the case on what he felt occurred and what he felt did not occur. He further asked that Board members consider what he was requesting, at that time, which was to be reinstated as health officer.

Staff Presentation:

Murray, Fountain and Putney introduced their selves to the Board members and gave the Board a background into their education, experience and current job duties within the Health Department.

Lisa Tucker arrived at 3:45 p.m.

Murray passed out the Health Department's organizational chart explaining the divisions and staff under each division.

Murray passed out the Health Department's Summary of Services for October 1, 2011 through September 30, 2012, that was recently put together by Murray, Fountain and Putney. The Summary of Services is a detailed document that explains each program, including financial information that the Health Department performs. These programs are divided out by division and those that are mandated by the State and those programs that are not. Board members reviewed and discussed this Summary. A one-page document outlining the three core public health functions and ten essential public health services was passed out to Board members for further reference.

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 the group has been gathering data on health and has set priorities. Priorities they have targeted are obesity, diabetes, smoking with a special target on pregnant women and smoking, and access to care. The agencies that make up that group include Munson Medical Center, Health Department of NW Michigan, Grand Traverse County Health Department, District Health Department #10 and the Benzie-Leelanau District Health Department.

B. Survive and Thrive Health Officer Training –

Murray provided an update on her experience in participating in the year long Health Officer training. This training 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. Murray was recently in Texas for the "kick-off" event. She will be

attending webinars throughout the year. The total cost for the training to the Health Department is \$250.00. The rest is covered by the Robert Wood Johnson Foundation and the deBeaumont Foundation.

C. Cross Jurisdictional Sharing Grant –

Murray reported The Health Department of Northwest Michigan applied for and received the cross jurisdictional sharing grant funded by the RWJ foundation for our region. Benzie-Leelanau District Health Department, Grand Traverse, District Health Department #2 and District Health Department #4 are all participating. We are one of 18 teams in the country to be funded. We will be able to share with 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.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Discussion focused on how the Personnel and Finance Committee works and the review of accounts payable and financial statements are presented. Dr. Nielsen commented on some financial issues facing the Board; building issue with the Leelanau office, fund balance levels, and local appropriations.

Motion: by Dr. Nielsen, seconded by McCulloch to approve the Accounts Payable in the amount of \$177,603.26.

Voice vote: 5 ayes Motion carried

B. November 2012-Financial Statements-

Discussion on where the Health Department currently stands financially. There is once again a low cash balance which is typical for the winter months.

Motion: by Dr. Nielsen, seconded by Tucker to acknowledge receipt of the November 2012 financial statements.

Voice vote: 5 ayes Motion carried

C. Adoption of Fund Balance Policy –

Discussion on the purpose of the Fund Balance Policy. This is being required by GASB 54 and auditor's recommendation.

Motion: by Dr. Nielsen, seconded by Rineer to approve the Fund Balance Policy effective October 1, 2012.

Voice vote: 5 ayes Motion carried

D. 2013 Board of Health Meeting Dates –

Discussion focused on actual meeting dates and times.

Motion: by Dr. Nielsen, seconded by Tucker to approve the meeting dates of the Board of Health as the fourth Thursday for May (23rd), July (25th) and September (26th) with a start time of 4:00 p.m. The exception would be the March and November meetings, with those meetings being held on the third Thursday being March 21st and November 21st.

Voice vote: 5 ayes Motion carried

3. Staff Reports:

A. Administrative-

Putney reported on data management issues and how we can meet the demands of data management and trying to pay for those services. Reviewing of the AT&T contracts has started since they expire the end of July.

B. Environmental Health-

Fountain reported on the Type II review by the State. Thanks to the efforts of Eric Johnston, we passed with flying colors. The Village of Empire passed a point of sale ordinance within the Village limits. The details of the ordinance are yet to be determined. Announced that Chuck Grant retired at the end of 2012 and is doing well. Training is available through FEMA for sanitarians that is completely paid for. It was too late for this year, but next year Tom would like to send a sanitarian to this specialized preparedness training for environmental health.

C. Medical Director-

Not present

D. Personal Health-

Murray had nothing to add.

Public Comments:

None

Board Comments:

Dr. Nielsen stated that in regards to Mr. Crawford comments, the prior Board and Department attorney resolved that issue and felt no further action is needed at this time. Lautner mentioned that she would like an audio copy of the public hearing from the December 7, 2012. Also would like a copy of the June 26, 2012, special meeting minutes where the past Board took action.

Motion: by Dr. Nielsen, seconded by McCulloch to adjourn the meeting.

Voice vote: 5 ayes

Motion carried

Chair Lautner adjourned meeting at 5:30 p.m.

Melinda Lautner, Chair

Dodie Putney, Recording Secretary

BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH
PUBLIC NOTICE

The Benzie-Leelanau District Health Department Board has scheduled a public meeting concerning county health services for residents of Benzie and Leelanau Counties for the following dates:

BENZIE RESOURCE CENTER
6051 FRANKFORT HIGHWAY
BENZONIA, MI 49616

LEELANAU RESOURCE CENTER
7401 E. DUCK LAKE ROAD
LAKE LEELANAU, MI 49653

2013 PUBLIC HEALTH MEETING DATES

CONNIE BINSFELD RES. CTR.	JANUARY 24	3:30 p.m.
BENZIE RESOURCE CTR.	MARCH 21	4:00 p.m.
CONNIE BINSFELD RES. CTR.	MAY 23	4:00 p.m.
BENZIE RESOURCE CTR.	JULY 25	4:00 p.m.
CONNIE BINSFELD RES. CTR.	SEPTEMBER 26	4:00 p.m.
BENZIE RESOURCE CTR.	NOVEMBER 21	4:00 p.m.

The Personnel and Finance committee will meet at 3:00 p.m. on the same date as the regularly scheduled meeting.

These meetings alternate between the Lake Leelanau and the Benzonia offices of the Benzie-Leelanau District Health Department on a rotating basis. Video access to the meeting is available in the alternate office when the meeting is held in the other county office. Viewing of the meeting proceedings and public input can occur from the off site location.

These meetings are open to all members of the public under Michigan's Open Meetings Act. In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, BLDHD does not discriminate on the basis of disability in admission to, access to or operations of its programs, services or activities. The Benzie-Leelanau Public Health Board will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities upon twenty-four (24) hours notice. Individuals with disabilities requiring auxiliary aids or services should contact the Health Board Secretary by calling 231-882-4409.