

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

March 21, 2013
4:00 p.m.

Tentative minutes to be acted upon at May 23, 2013 meeting
Meeting called to order at 4:00 p.m. by Chair Lautner.

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
Carolyn Rentenbach, Leelanau County Board of Commissioners

Excused:

Marjorie McCulloch, Leelanau County Member at Large
Lisa Tucker, Benzie 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:

Ruth Griner
Victoria Kriskywicz
Sheila Pritchard

Guests:

Lisa Vogler
Bob Haske

Approval of Minutes:

Motion: by Nielsen, seconded by Rineer to approve the minutes of the January 24, 2013 meeting with no additions or corrections.

Voice vote: 4 ayes Motion carried

Approval of Agenda:

Motion: by Nielsen, seconded by Rentenbach to amend the agenda to include employee policy.

Voice vote: 4 ayes Motion carried

Public Comments: Ruth Griner thanked the previous board for supporting the employees of the Health Department in their legal right to a non-hostile work environment.

Victoria Kriskywicz thanked the previous board of health for making the decision they made to change the uncomfortable and unpleasant work environment. Thanked the new board for understanding and upholding the hostile free work environment.

Sheila Pritchard read comments from Heidi Roper thanking the former board for their decision as well and the new board for realizing the impact the situation had on employee morale.

Sheila Pritchard thanked the previous board for listening to employees and thanked the new board for continuing to support employees.

Presentations:

Bob Haske from Anderson, Tackman and Co., PLC presented the 2011-2012 annual audit. Bob stated it was an unqualified opinion of the audit which is the best audit finding that an agency can obtain.

1. Health Officer Update- Jenifer Murray:

A. County Health Rankings –

Murray reported the County Health Rankings are done once a year. Counties are ranked against the other counties in the state. Leelanau ended up number one and Benzie number 9 out of the 82 Counties in Michigan. The rankings are based on Mortality, Morbidity, Health behaviors such as smoking and obesity, clinical care, social and economic factors and physical environment. Murray stated health is more than just clinical, it's about where we live and how we live. Although we did very well, there are areas we need to improve on.

B. Legislative Priorities –

Murray discussed the legislative priorities for the health department. One priority is funding we get for essential public health services from the State. It is supposed to be a 50/50 cost sharing with the State and since 1978 when that was determined, they have only met that once. Requesting from legislators that be reinstated for fiscal year 2014. Health Departments are talking to legislators about supporting the Governors four by four health and wellness plan. He made infant mortality and obesity a priority in the state. Health Department staff thinks there should be funding and programming to support intervention. We do support the Medicaid Expansion plan. The Medicaid expansion is supposed to be funded by the Federal Government for the first ten years. After the ten years the Federal Government funds 90% and the state funds 10%. The Governor has set aside a pot of money for the 10% funding. It's important for us to talk about our experiences with the uninsured and the challenges and what we are seeing.

Discussion followed.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Discussion on the high cost of energy for the two buildings.

Motion: by Dr. Nielsen, seconded by Rentenbach to approve the Accounts Payable in the amount of \$182,320.43

Voice vote: 4 ayes

Motion carried

B. January 2013-Financial Statements-

Discussion on where the Health Department currently stands financially. Discussion regarding the fund balance. Nielsen stated we are in line with the budget. Nielsen suggested we look at the February 2013 financials as well as Dodie completed those just before the meeting.

Motion: by Dr. Nielsen, seconded by Rineer to acknowledge receipt of the January and February 2013 financial statements.

Voice vote: 4 ayes Motion carried

C. Appoint BOH member to the Michigan Association of Local Public Health – Discussion as to the responsibilities of the board member and which member to appoint.

Motion: by Dr. Nielsen, seconded by Rentenbach to appoint Dr. Nielsen to be a Board of Health member to the Michigan Association of Local Public Health

Voice vote: 4 ayes Motion carried

D. Appoint BOH member to participate with RWJF Cross Jurisdictional Sharing Grant – Discussion as to the responsibilities of the board member and which board member would like to participate as well as an alternate.

Motion: by Dr. Nielsen, seconded by Rentenbach to appoint Rentenbach to participate with the RWJF Cross Jurisdictional Sharing Grant with Lautner as the alternate.

Voice vote: 4 ayes Motion carried

E. Employee Policy-

Lautner commented on the employee's letter to the editor. After investigating she found the letter was e-mailed from the Health Department. She asked if we have a policy on computer usage for employees. Putney stated that the Health Department does have such a policy. Rentenbach asked how often evaluations are conducted for employees. Murray stated she does employee evaluations on the Personal Health staff every year. Discussion followed regarding the department's Personnel policy. Murray stated she has spoken with our attorney regarding updating the personnel policy and the plan is to do that review in conjunction with the Health Department of Northwest Michigan as the policies are similar. Nielsen stated the sexual harassment policy needs to be updated as well.

3. Staff Reports:

A. Administrative-

Putney reported on the audit and the corrections made with employee meal receipts. Stated we have a Family Planning and WIC audit in April and an audit by Homeland Security in May on the bio-terrorism funding.

B. Environmental Health-

Fountain reported that he and Eric Johnston are looking at a new software program for Environmental Health called Health Space. It's a very good product with good reviews from other health departments that have it in place. Plans are to have the company come and give a demonstration. If we make the switch it would not happen until October 2014. Fountain reported our food service sanitarian has been cross-training Clay McNitt as a backup food inspector. We need someone else available to do the inspections in

emergency situations and vacations. Tom and Clay will be going to a food borne illness outbreak conference. Fountain reported on the beach sampling on the inland lakes and which beaches will be sampled this year. Our summer sanitarian Chuck Grant will be coming back the first part of May. Nielsen inquired about the Article IX inspections and if they are continuing to move forward with that. Fountain explained they are working on Big Platte Lake. Once that is complete they will continue to move on to other lakes.

C. Medical Director-

Not present. Murray reported Dr. Collins had knee surgery and has physical therapy on Thursdays making it difficult for him to attend the meetings. However, he plans to be at the May meeting and is looking forward to meeting the new board members.

D. Personal Health-

Murray reported we have accreditation by the State coming up in September. This will be our fifth time to be accredited. Staff will be busy preparing for this, it is very time consuming. Murray stated that we don't know what impact the Federal Sequester will have on our funding.

Public Comments:

Sheila Pritchard thanked the board for their time and for supporting the staff. It means a great deal to have a productive and pleasant work environment.

Board Comments:

None

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

Voice vote: 4 eyes **Motion carried**

Chair Lautner adjourned meeting at 5:10 p.m.

Melinda Lautner, Chair

Heidi Roper, Recording Secretary