

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

July 24, 2014
4:00 p.m.

Tentative minutes to be acted upon at the September 25, 2014 meeting
Meeting called to order at 4:00 p.m. by Chair Lautner.

Roll call

A Quorum Was Present With The Following Members In Attendance:

Dr. George Ryckman, Benzie County Member at Large
Glen Rineer, Benzie County Board of Commissioners
Roger Griner, Benzie County Board of Commissioners
Marjorie McCulloch, Leelanau County Member at Large
Melinda Lautner, Leelanau County Board of Commissioners
Carolyn Rentenbach, Leelanau County Board of Commissioners

Pledge of Allegiance

Administration Present:

Dodie Putney, Director of Administrative Services, Interim Health Officer
Tom Fountain, Environmental Health Director

Staff:

None Present

Guests:

Karl Sparks, Benzie County Administrator
Jane Sundmacher, Health Department of Northwest Michigan

Approval of Minutes:

Motion: by Ryckman, seconded by Rentenbach to approve the minutes of the
May 22, 2014 meeting with no additions or corrections.

Voice vote: 6 ayes Motion carried

Approval of Agenda:

Motion: by Rentenbach, seconded by Griner to approve the agenda.

Voice vote: 6 ayes Motion carried

Public Comments:

None

1. Health Officer Update- Dodie Putney, Interim Health Officer:

A. Regional Cross Jurisdictional Sharing Project Update - Jane Sundmacher - Health Department of Northwest Michigan

Putney introduced Jane Sundmacher from the Health Department of Northwest Michigan. Sundmacher presented an update on the Regional Cross Jurisdictional Sharing Project.

B. Northern Michigan Public Health Alliance MOU -

Sundmacher reported on the Northern Michigan Public Health Alliance Memorandum of Understanding. Through a strategic planning process, the Regional Cross Jurisdictional Sharing Project identified they would like to have a formal partnership with the six health departments involved. Lautner inquired as to how much authority the alliance would have as far as financial obligations of the health department. Putney reported that practice has been if a grant is applied for that has no financial obligations of the Benzie-Leelanau District Health Department, no Board approval for the grant is required. However, if there is a financial obligation, the grant would not be applied for without prior Board approval. Once MOU is finalized, Board approval would happen at the September meeting. Discussion followed.

C. BLDHD Cross Jurisdictional Sharing Project Update-

Sundmacher reported on the BLDHD plan of organization committee RFP. The State may possibly have special funding money up to \$50,000.00 to aid in a transition. The monies will not be available until October 1, 2014. Until they have confirmation of the money from the State, the RFP will be on hold.

D. MDCH Special Funding Request -

Sundmacher reported Putney put together a request to Mark Miller for the special funding to be approved by the Board of Health.

Mark Miller from the Michigan Department of Community Health joined the meeting via teleconference at 4:28 p.m.

Miller explained the special funding is a block grant from the Federal Government. The Michigan Department of Community Health is looking at using some of that funding to facilitate a one-time cost for sharing arrangements. The funding would be used to facilitate the transition of the Health Department. Discussion followed.

Motion: by Griner, seconded by Rentenbach to authorize Putney to be the acting agent in the request for the special funding up to \$50,000.00, and to authorize Lautner to sign the request.

Voice vote: 6 ayes Motion carried

Teleconference with Mark Miller ended at 4:40 p.m.

E. Northern Michigan Health Coalition Update -

Putney reported on the collaborate involvement with other organizations within the counties. The organizations included, Centra Wellness, West Shore, Munson, Catholic Human Services, Crystal Lake Clinic and the Area Agency on Aging. The group meets monthly to discuss perspective projects.

F. Healthy Michigan Plan Update -

Putney reported on the Healthy Michigan Plan. As of July 21, 2014, Benzie County has had 484 enrollees and Leelanau County has 370. Percentage of estimated eligible residents is 53% in Benzie County and 39% in Leelanau County. The Health Department is working with families doing outreach promoting the Healthy Michigan Plan. We don't physically enroll people, however we do work with others, such as the Benzie Area Christian Neighbors, to help people obtain this health insurance. Discussion followed.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Motion: by Rineer, seconded by Rentenbach to approve the Accounts Payable in the amount of \$174,247.90

Voice vote: 6 ayes Motion carried

B. June 2014 – Financial Statements-

Putney reported the Health Department is doing better than expected year to date. Environmental Health is extremely busy this year. Personal Health has a deficit of \$14,000 and was projected to be \$2,000.00. A bulk of that is tied to our Medicaid revenue and a little has to do with our match money. This will most likely balance out for both Environmental and Personal Health at the end of year.

Motion: by Rentenbach, seconded by Griner to acknowledge receipt of the June, 2014 financial statements.

Voice vote: 6 ayes Motion carried

C. Increase of Family Planning Service Fees –

Putney reported Klein could not be present today as she is in Lansing at a TB conference giving a presentation on a TB case we had a couple of years ago. We received special recognition for how it was handled, it is quite an honor.

Each year we try to align our family planning fees to match our true costs which is a request from the State. The 10% increase is mainly the office visits. Discussion followed.

Motion: by McCulloch, seconded by Rineer to approve the increase in family planning fees effective August 1, 2014.

Voice vote: 6 ayes Motion carried

D. County Appropriation Request Update - FY 15

Putney introduced Karl Sparks, Benzie County Administrator. Putney reported she and Fountain have attended two budget meetings with Benzie County. As of right now Benzie

County is granting the increase request for appropriations. The Health Department is also requesting a special funding project amount of \$17,500.00 from each county. Benzie County cannot give the \$17,500.00, however they have tentatively offered \$14,000.00. Nothing is final until the budget is adopted. Putney reported she has not attended a budget meeting in Leelanau County but has requested to be on the list when the committee meetings start. Lautner stated the next meeting on the budget is August 12, 2014 in the afternoon. Putney stated she will not ask more of one county than the other. If Benzie County does come through with the \$14,000.00 special funding request, she will request the same from Leelanau County. Discussion followed.

3. Staff Reports:

A. Administrative- Dodie Putney

Putney reported new copiers were purchased for each office. Old copiers were eight years old and well worn.

Putney reported the Department has a Personal Health Tech out on leave and staff has stepped up and donated enough vacation time for her to have paid leave instead of unpaid leave as she hasn't even been with the Department a year. Also, staff has stepped up and covered services and clinics while she is out. We have a great staff, very proud of them.

B. Environmental Health- Tom Fountain

Fountain reported beach monitoring is into its 5th week. Suttons Bay Marina and Suttons Bay beach both had an advisory three weeks ago, however the next day they were both fine.

Fountain reported environmental health is extremely busy this year, and we do not have a temporary summer Sanitarian this year like we had last year. Discussion regarding beach monitoring followed.

Fountain reported five wells are being replaced in Benzonia Township. This is due the wells being polluted due to illegal dumping which resulted in a lawsuit. These homes have been on bottled water for four years.

Fountain reported we had one bat in Leelanau County brought in last week and it tested positive for rabies. Two bats were brought in to the Benzie office this week and both tested negative.

Fountain reported the Department is getting swimmers itch reports again from Crystal Lake.

Fountain reported Glen Arbor Township has adopted a Point of Sale Ordinance which requires a home to have the well and septic inspected by the Benzie-Leelanau District Health Department prior to sale. Empire Township is also looking into adopting the ordinance.

C. Personal Health- Michelle Klein

Not present

D. Medical Director- Dr. Michael Collins, MD

Not present

Public Comments:

Karl Sparks commented he was glad to be present.

Board Comments:

Lautner reported if you buy your insurance from out of state, you have to select your primary carrier, either your auto insurance or your medical insurance for any expenses relating to an accident.

Griner commented he got a list of the Board of Health meetings from Putney and they are in his calendar.

Motion: by Rentenbach, seconded by Rineer to adjourn the meeting.

Voice vote: 6 ayes Motion carried

Chair Lautner adjourned meeting at 5:17 p.m.

Melinda Lautner, Chair

Heidi Roper, Recording Secretary