

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

November 19, 2015

4:00 p.m.

Meeting called to order at 4:00 p.m. by Chair Griner

A Quorum Was Present With the Following Members in Attendance:

Gary Sauer, Benzie County Board of Commissioners
Dr. George Ryckman, Benzie County Member at Large
Roger Griner, Benzie County Board of Commissioners
Melinda Lautner, Leelanau County Board of Commissioners

Excused:

Carolyn Rentenbach, Leelanau County Board of Commissioners
Marjorie McCulloch, Leelanau County Member at Large

Pledge of Allegiance

Administration Present:

Lisa Peacock, Health Officer
Dodie Putney, Director of Administrative Services
Tom Fountain, Environmental Health Director
Michelle Klein, Personal Health Director

Staff:

Jim Reardon, Emergency Preparedness Coordinator

Guests:

John Popa
Larry Fleis
Mike Lehy
Amy Hubbell, video conference – Leelanau office

Approval of Minutes:

Motion: by Lautner, seconded by Ryckman to approve the minutes of the September 24, 2015 meeting.

Voice vote: 4 ayes Motion carried

Approval of the Agenda:

Motion: by Sauer, seconded by Ryckman to approve the agenda as presented.

Voice vote: 4 ayes Motion carried

Public Comments:

John Popa – Environmental Health Code Change Request –

Popa asked the board to move forward with a former request to change the sanitary code to allow mound systems on all sites that meet the requirements.

Larry Flies stated he would like to install a mound system but with the present sanitary code his property does not meet the requirements.

Fountain explained the history of the Health Department's current code, the addition of alternative treatment systems to the code in 2007 and the reasons why the current code is restrictive in allowing mound systems. Griner stated this issue will be put on the agenda for the January 2016 meeting. Popa will submit his information to the board secretary to be included in the next board packet.

1. Health Officer Update-

A. Michigan Public Health Alliance Award - Peacock stated the NMPHA was the recipient of the MDHHS 2015 Director's award for achievements in:

- **Contributing to a Northern positive outcome in the health status of community residents**
- **Demonstrating a spirit of resource sharing and integration**
- **Demonstrating the use of best available evidence in making informed public health decisions to ensure the effectiveness of processes, programs, and interventions.**
- **Being sustainable and replicable in other communities**
- **Demonstrating a new and innovative public health initiative**

Peacock introduced Mike Lehy from the Grand Traverse County Health Department.

B. Regional Community Health Assessment & Improvement Initiative Agreement -

Peacock reported a proposal is being submitted to the Robert Wood Johnson Foundation to support the collaborative efforts of the Health Departments of NMPHA and the hospitals in the region to complete a comprehensive CHNA and planning process. The results of this assessment will be crucial in planning for services which will improve the health of our community. Broad categories have been identified as "winnable battles" in improving the health status of residents of the State of Michigan. The CHNA and planning process are crucial steps in identifying the health issues faced by our residents and aligning our services with the priorities across the State. Discussion followed.

Motion: by Lautner, seconded by Ryckman to accept the agreement for Regional Community Health Assessment & Improvement Initiative.

Voice vote: 4 ayes Motion carried

- C. Regional Emergency Planning Agreement - Peacock stated this group has been working diligently to finalize the plan to move forward with the regional PHEP project. The EPC's have completed their analysis of time and activities which informed the Finance/Admin directors on the budget and the Health Officers on the Intergovernmental Agreement. The agreement has been reviewed by legal counsel for each agency and is presented for your approval. GTCHD did receive the Health Innovations Grant for funding to support this process.

Motion: by Lautner, seconded by Sauer to approve the Inter-local Agreement for the creation of Public Health Emergency Preparedness Team between the Benzie-Leelanau District Health Department, Grand Traverse County Health Department and the Health Department of Northwest Michigan.

Voice vote: 4 ayes Motion carried

- D. Northwest Michigan Health Services Inc. (NMHSI) - Peacock reported this project is moving forward quickly. The logistics committee, consisting of staff from BLDHD, NMHSI, and Centra Wellness, has been meeting regularly to prepare space for opening of integrated services. The BLDHD staff under Michelle's direction have been working hard at cleaning out work spaces! The following timeline is planned:

- November 20: NMHSI IT installing computers and phones
- December 1: NMHSI moves in to unpack medical supplies and set up exam rooms and work spaces.
- December 4: Proposed all staff luncheon at Benzonia building for meet and greet – you are all welcome to join us!
- December 7: NMHSI begins seeing patients 3 days per week and hope to increase to 5 days per week in March.

The rental agreement is being reviewed by both parties' attorneys. It has been mutually decided that the agreement would initially cover one year with a one year extension due to the uncertainty of patient volume and need for space. This would also allow for future building plans to unfold. There is also a Business Associate Agreement in legal review which covers privacy of health information and operational aspects of this arrangement. Some marketing materials are being distributed to inform the community of the new service arrangement. This arrangement has allowed us to align additional efficiencies and so we have been able to budget for an additional RN position. Discussion followed.

- E. Additional Collaborations: HDNWM - Peacock reported official notice has been given to Grand Traverse County Health Department to conclude the contract of Dr. Michael Collins as Medical Director. Dr. Joshua Meyerson will begin as BLDHD Medical Director as of January 1. Dr. Meyerson visited last month to meet briefly with staff and tour the Benzie building. We are working on updating Medical Directive documents. HDNW has also received 2 different grants focused on reducing tobacco use. The Alliance

health departments will be involved in the work of this grant in the Family Planning programs as well as through community awareness activities. Data Management staff at HDNW are also working on establishing a ticket system for help desk assistance to improve access to IT support for BLDHD staff. **Healthy Futures/Munson:** Letters of support have been written to support two recent grant proposals which would involve collaboration between hospital and health department to promote breastfeeding continuation and postpartum weight management through home visiting as well as technology improvements. Discussion followed.

- F. PH Program Highlight - Peacock reported in response to BOH members request for increased information about services provided we would like to propose highlighting 1-2 programs per meeting to provide the program details without causing the meetings to become too lengthy. The Michigan "Winnable Battles" will serve as a reference for alignment with State priorities for these program highlights. Peacock presented a slide show explaining the Maternal and Infant Health program and the significant impact it has on the health of pregnant/postpartum women and babies by establishing a strong relationship between families and public health professionals. Discussion followed.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Motion: by Sauer, seconded by Lautner to approve the Accounts Payable in the amount of \$180,854.57

Voice vote: 4 ayes Motion carried

B. September 2015 – Financial Statements-

Putney reported the reasons the financials are showing \$169,959 in the black for the end of the fiscal year as well as almost \$500,000 in the bank. The State caught up on paying for prior years' cost based reimbursement (CBR) programs as well as prepaying the current fiscal year. The problem with receiving \$335,000 funding in one fiscal year is coming up with the required local match funding. Putney reported she has been working with the State on allowing us to carryover unused funding into the next fiscal year knowing that it is restricted funding used only for CBR programs; maternal/infant support, immunizations and some vision and hearing. Putney stated that she will work with the auditors to make sure everything is recorded correctly but that there may be some changes to the year-end report. Discussion followed.

Motion: by Lautner, seconded by Ryckman to acknowledge receipt of the September, 2015 financial statements.

Voice vote: 4 ayes Motion carried

C. Environmental Health Fees –

Fountain reported on Environmental Health fees increasing. The remodel review fee is increasing by \$50.00 for consulting and food service license fees are increasing by \$1.00 due to the surcharge increase from the state. We currently give a \$50.00 credit to homeowners for exposing their septic tank for point of sale inspections and we are increasing that to \$75.00. Fountain stated there will be no other increases in fees for fiscal year 2016.

Motion: by Ryckman, seconded by Sauer to approve the fee increase for Environmental Health.

Voice vote: 4 ayes Motion carried

D. Approval of RN Position –

Peacock explained the need to hire a new nursing position. NWMHSI is going to fund 20% of this position. Lautner inquired if this position is in our 2016 budget. Putney stated it is not in the budget, but the budget will be amended to reflect this position.

Motion: by Lautner, seconded by Sauer to approve the new RN position.

Voice vote: 4 ayes Motion carried

E. Approval to Close the Department Offices on 12/18/15 -

Peacock stated the closure is for an all day staff meeting. Putney stated it is posted on the website and there are signs on the buildings. Griner directed staff to put it in the paper for both Benzie and Leelanau County.

Motion: by Lautner, seconded by Griner to approve the closure of both offices on 12/18/15 for in-service training.

Voice vote: 4 ayes Motion carried

3. Staff Reports:

A. Administrative- Dodie Putney

Putney reported with the new fiscal year we started our new financial software Abila. Payroll will start January 1, 2016. There may be a delay in financial statements in January due to the new software.

Putney reported the new website is up and running. We are working with Byte Productions out of Traverse City and we are also working on getting our Intranet up and running.

Putney reported Environmental Health will be switching software as well from CMHC to Health Space this winter. The software was purchased last year with special funding money.

B. Environmental Health- Tom Fountain

Fountain reported a boil water notice was in effect for the Timberlee area in Leelanau County. Grand Traverse County DPW was repairing a water main break which resulted in loss of pressure to the water system.

Fountain reported the Michigan Department of Environmental Quality has recently established a Well Drillers Advisory Committee to improve communication and trust between the regulators and industry. Fountain accepted the D.E.Q.'s request to serve on this committee which will meet several times a year at D.E.Q. headquarters in Lansing.

Fountain briefed the board on the serious and unfortunate circumstances surrounding the City of Flint water system and implications to follow. Lead levels in the water supply increased due to the change from the Detroit water supply to the Flint River.

C. Personal Health- Michelle Klein

District Health Department #10 received a large Immunization grant. A piece of that will come to the local health departments. Michelle stated she does not know what the dollar amount will be yet.

Klein stated the preliminary data from the state showed that the Leelanau County Immunization rate decreased from 10% to 6%.

D. Medical Director- Dr. Michael Collins, MD
Not Present

Public Comments:

No public present.

Board Comments:

Griner stated the envelope that went around is from the board of health to help staff with their Christmas luncheon.

Motion: by Lautner, seconded by Ryckman to adjourn the meeting.

Voice vote: 4 ayes Motion carried

Chair Griner adjourned the meeting at 6:00 p.m.



Roger Griner, Chair



Heidi Roper, Recording Secretary