

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

September 22, 2016

4:00 p.m.

Meeting called to order at 4:02 p.m. by Chair Griner

Roll Call:

Melinda Lautner, Leelanau Board of Commissioners - present  
Marge McCulloch, Leelanau County Member at Large - present  
Gary Sauer, Benzie County Board of Commissioners - present  
Roger Griner, Chairperson, Benzie County Board of Commissioners - present  
A Quorum Was Present

Excused:

Carolyn Rentenbach, Leelanau County Board of Commissioners

Pledge of Allegiance

Dr. George Ryckman, Benzie County Member at Large arrived at 4:03 pm

Administration Present:

Lisa Peacock, Health Officer  
Dodie Putney, Director of Administrative Services  
Tom Fountain, Environmental Health Director  
Michelle Klein, Personal Health Director  
Dr. Joshua Meyerson, Medical Director

Approval of Minutes:

**Motion:** by Sauer, seconded by McCulloch to approve the minutes of the July 28, 2016 meeting as presented.

**Voice vote: 5 yeas      Motion carried**

Approval of the Agenda:

**Motion:** by Lautner, seconded by Sauer to approve the agenda as modified.

**Voice vote: 5 yeas      Motion carried**

Public Comment:

None present

Health Officer Update-

Peacock commented on the following programs.

- 1. State Innovation Model (SIM):** Handout distributed. The key elements of the model include: Patient Centered Medical Homes, Accountable Systems of Care, and Community Health Innovation Regions (CHIR's). The Northern Health Plan/Northern Michigan Public Health Alliance has been selected as the backbone organization for the Northern Michigan Community Health Innovation Region (NMCHIR). The first organizational meeting of the Steering Committee (see handout) as well as a Site Visit by the State SIM/CHIR team was held on August 25, 2016. The Steering Committee formally adopted the governing structure of the NMCHIR. An Executive Committee will be identified that will function to facilitate input and recommendations to staff and final approval by the Steering Committee of key decisions or approvals. The first order of business will be the development of by-laws, Memorandum of Understanding and Charter that will identify membership, decision-making processes in alignment with Michigan Department of Health and Human Services (MDHHS) requirements as well as development of an Operational Plan.

Peacock answered questions concerning the SIM's steering committee, how the community benefits from the model, implementation timeline, how it effects our region and gave an example of how the model helps filling our community needs. Explained that this is Northern Michigan's blueprint for Health Care, delivered by Governor Snyder and his administration to transform health care delivery in the State. We are one of the five regions that were selected to plan, design and carry out this work to test both methods of health care delivery and methods payment reform.

Questions were also answered concerning Northwest Michigan Health Services Inc. liaisons and dental services.

- 2. Health Department of Northwest Michigan (HDNWM) update:** My position at HDNWM has shifted from Community Health Supervisor to Deputy Health Officer. Nothing will change in my responsibilities for BLDHD but my role at HDNWM will shift to include activities that are actually in greater alignment with the health officer role. I will continue to be involved in many projects that both health departments are involved in and I look forward to shifting some of my current program responsibilities to the growing HDNWM supervisory staff.
- 3. Accreditation:** We are scheduled for our 3 year MDHHS on site review during the week of 9/26. We will be visited by reviewers for most of our main Environmental Health and Personal Health programs during that week. The Directors and staff have been busy preparing to ensure materials are available for the reviewers when they are on site. The Administrative

section is called Powers and Duties and will be reviewed on Tuesday 9/27/16. Board of Health members are welcome to sit in on any part of that day.

4. **Regional Insight Software Project:** The Netsmart team was on site in Gaylord for several days last month to demonstrate the progress of the MyInsight product as well as discuss details of several individual applications within the product with staff from all agencies. It is very important that each agency participate to ensure that the finished product represents the interests of all involved. We continue to work on the support network that will be needed across the Alliance.
  
5. **Robert Wood Johnson Foundation (RWJF) Center for Public Health Sharing (CPHS) Cross-Jurisdictional Sharing (CJS) grant:** Jane Sundmacher from HDNWM, Sarah Oleniczak from DHD #10 and I traveled to the Implementation and Impact Measurement Meeting in St. Louis last week. The Northern Michigan Public Health Alliance was one of 4 groups in the nation funded for this project designed to measure the impact of a successful CJS arrangement. We are working on developing a method to measure impact of shared Community Health Needs Assessment and Planning process in three areas: saved time, saved cost and quality enhancement. The meeting will be followed up with additional support phone calls and site visits from the CPHS team.
  
6. **Benzie Resource Center:** Construction began at the end of July. The downstairs EH/Admin space and meeting rooms are nearing completion. The builder anticipates that the lower level will be ready for move in by mid-October. We have weekly conference calls with the builder which serves as a progress update as well as an opportunity to ask questions. The integration team continues to meet regularly to discuss opportunities for process improvement. Dental services continue to be provided in a temporary space.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

**Motion:** by Sauer, seconded by Lautner to pay the bills in the amount of \$201,436.86.

**Roll call vote**

**Yeas:** Lautner, McCulloch, Ryckman, Griner, Sauer **Nays:** None

**Excused:** Rentenbach **Motion carried**

B. Financial Statements-

**Motion:** by Sauer, seconded by Ryckman to accept the August 2016 financial statement as presented.

**Roll call vote**

**Yeas:** Lautner, McCulloch, Ryckman, Sauer, Griner **Nays:** None

**Excused:** Rentenbach **Motion carried**

C. Amended Fiscal Year 2016 Budget - Action –

Putney explained key points of amended budget

**Motion:** by Sauer, seconded by McCulloch to adopt the final amendment 2016 fiscal year budget.

Discussion concerning grand total.

**Roll call vote**

**Yeas:** Lautner, McCulloch, Ryckman, Sauer, Griner

**Nays:** None **Excused:** Rentenbach **Motion carried**

D. Proposed Fiscal Year 2017 Budget - Action -

Putney explained the balanced budget total and appropriations from Leelanau County, benefits, wages, health insurance, contingency.

**Motion:** by Sauer, seconded by Lautner to accept the presented fiscal year budget for 2017.

Discussion concerning services. Request from Ryckman to present a summary of services once every six months.

**Roll call vote**

**Yeas:** Lautner, McCulloch, Ryckman, Sauer, Griner **Nays:** None

**Excused:** Rentenbach **Motion carried**

E. Environmental Health Fee schedule - Action -

Fountain explained the proposed 2017 environmental health fee schedule and answered questions concerning the fee differences between the counties and body art facility fees.

Requested the new fees become effective November 1, 2016

**Motion:** by Sauer, seconded by Ryckman to accept the new proposed fees.

Discussion on unreimbursed mandates from the State.

**Roll call vote**

**Yeas:** McCulloch, Ryckman, Sauer, Lautner, Griner **Nays:** None

**Excused:** Rentenbach **Motion carried**

3. Staff Reports:

A. Administrative- Dodie Putney

Putney updated the Board on the revamping of the personnel policy, the remodel project at the Benzie Community Resource Center and phone service contract changes.

Putney also reminded the Board that October 1st is the Health Department's 20th anniversary.

Discussion on IT contracts- health department-wide and county-wide

B. Environmental Health- Tom Fountain

Fountain reported the 2016 beach monitoring program ended on Labor Day weekend. The District had eight Level 2 advisories during the summer. It is believed the composite sample versus the geo-metric mean of three samples resulted in more advisories.

The Watershed Center Grand Traverse Bay has asked the Department for assistance as they write for a D.E.Q. grant to study non-point source pollution into the water shed.

The M.D.E.Q. continues to change staff in Lansing, recently hiring three new employees in the water unit.

Leelanau Clean Water will be mailing several hundred post cards to riparian property owners to encourage them to participate in a survey which emphasizes good property management to protect our surface water resources.

Recently, two birds have been found along Lake Michigan which tested positive for West Nile Virus.

The Michigan Swimmers Itch Partnership was successful in obtaining State money for research. The group will receive \$250,000 per year for three years to fund research on Northern Michigan Lakes. The Leelanau School will be managing these funds.

The septic system in Omena with unresolved problems has been ordered by the County to repair the system. The work should be completed soon and a contractor has been selected.

M.D.E.Q. is hosting a meeting on September 29th to discuss the status of revised total coliform rules. Staff will be attending this meeting to address our local financial and time affects resulting from the new rules. Fountain attended the MALEHA Directors Conference and participated on a panel to discuss the Benzie County and Glen Arbor Township point of sale ordinance.

The Department is investigating a potential groundwater concern in the Village of Honor. A well with elevated chlorides has been discovered. The M.D.E.Q. has established an investigation.

Discussion on the groundwater concern, swimmers itch and E.coli.

C. Personal Health- Michelle Klein

Klein shared the accidental recreational activity injury of our Emergency Preparedness Coordinator.

Klein handed out a draft outreach plan - things we will do to promote our service and an outreach log listing some ways we have reached out in the past.

Klein attended an educational conference on Continuous Quality Improvement (CQI). CQI is a structured program to evaluate how to be more efficient with our resources while increasing the services to our clients.

Klein gave an immunization waiver update.

D. Medical Director- Dr. Joshua Meyerson, MD, MPH

Dr. Meyerson informed the Board that he is Interim Health Officer for District #4.

He updated the Board on Zica virus.

Discussion followed.

Public Comment:

None Present

Board Comments:

Lautner asked if the Health Department has a policy regarding who is our spokes person to the press. Answer: As designated by our Emergency Preparedness Response Plan, Michelle is our public information officer. However, if it is an environmental health issue, Tom Fountain certainly may address it.

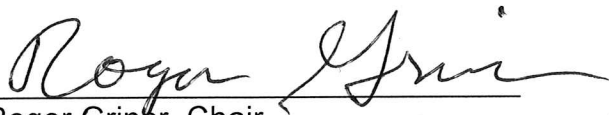
Ryckman asked how the Health Department knows if we are doing well or not as far as helping to prevent unplanned pregnancy. Answer: MDHHS can calculate unintended pregnancy rates. There is data available.

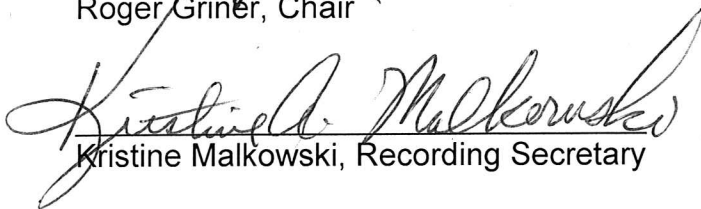
Adjournment

**Motion:** by Griner, to adjourn the meeting.

**Voice vote: 5 yeas      Motion carried**

Meeting adjourned at 5:35 p.m.

  
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Roger Griner, Chair

  
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Kristine Malkowski, Recording Secretary