

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
Connie Binsfeld Resource Center, Leelanau County  
January 26, 2017  
4:00 p.m.**

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

Roll Call:

Roger Griner, Chairperson, Benzie County Board of Commissioners - present  
Melinda Lautner, Leelanau Board of Commissioners – present  
Casey Noonan, Leelanau Board of Commissioners - present  
Carolyn Rentenbach, Leelanau County Member at Large - present  
Dr. George Ryckman, Benzie County Member at Large - present  
Gary Sauer, Benzie County Board of Commissioners - present

A Quorum Was Present

Public

John Rentenbach

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

Pledge of Allegiance

Approval of Minutes:

**Motion** by Lautner to approved the November 17, 2016 meeting minutes as distributed,  
seconded by Ryckman.

**Voice vote: 6 yeas**

**0 nays**

**Motion carried**

Approval of the Agenda:

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

**Voice vote: 6 yeas                      0 nays                      Motion carried**

Election of Officers

**Motion** by Griner, seconded by Rentenbach to nominate Melinda Lautner as Board of Health Chairperson.

**Voice vote: 6 yeas                      0 nays                      Motion carried**

**Motion** by Griner, seconded by Lautner to nominate Gary Sauer as Board of Health Vice Chairperson.

**Voice vote: 6 yeas                      0 nays                      Motion carried**

Public Comment:

None present

1. Health Officer Update - Lisa Peacock

**Public Health Day at the Capitol** – Lisa will keep everyone informed as to the date

1. **Northern Michigan Public Health Alliance Update:** The Alliance continues to meet monthly. Wendy Trute is the new Chair for the upcoming year and Lisa Peacock is the Vice-Chair. The Cross-Jurisdictional Sharing projects continue with funding from the Robert Wood Johnson Foundation and the Michigan Department of Health and Human Services (MDHHS). The current work centers around the MyInsight implementation (electronic medical record upgrade for Alliance Health Departments), support for shared Health Officer and Medical arrangements, as well as updating the strategic plan, developing a unified marketing plan, and a legislative advocacy workgroup. Partners continue to work on the Community Based Immunization project and the Maternal and Child Health Quality Improvement committee. Important advocacy recently resulted in restoring the process of the transportation reimbursement process for MIHP clients with Medicaid Health Plans.
2. **Program Highlight:** Lisa will present a brief powerpoint on the concept of Clinical Community Linkages to explain the impact of a Community HUB.

- 3. State Innovation Model (SIM):** Two workgroups are actively meeting to address the two major areas of the project: Clinical Community Linkages (CCL) and Community Health Assessment and Improvement Planning (CHAIP). Both groups have completed an Action Planning Cycle which identified key action items. The CHAIP group is currently working on a regional assessment of Emergency Department use, attempting to identify high utilizers, top diagnoses, # of visits, etc. The CCL group has requested funding to begin the development of Community HUBS in both the DHD #10 area and the GT/BLDHD area. The workgroup identified the Health Departments as the most suitable agencies to operate these Community HUBS with a current funding request for planning and development and future funding requests for local staffing (seeking approval to request funding for additional FTE for .5 FTE Coordinator and .5 FTE Community Health Worker – ACTION NEEDED).

**Motion** by Rentenbach: moved to approve the request for local staffing up to a 1.0 FTE Coordinator and a 1.0 FTE Community Health Worker pending budget request approval and score of work determined. Sauer supported. Discussion followed.

**Voice vote: 6 yeas                      0 nays                      Motion carried**

- 4. Health Department of Northwest Michigan (HDNWM) update:** My position at HDNWM will shift as planned, from Deputy Health Officer to Health Officer when Linda Yaroch retires as of February 1, 2017. Linda will stay on as the Executive Director of the Northern Michigan Community Health Innovation Region and so will continue to contribute her many years of expertise in public health to the region. Again, my responsibilities at BLDHD will remain the same and I look forward to even greater alignment in leadership between both agencies as we continue this shared arrangement. Erika VanDam has been selected as the Deputy Health Officer HDNWM and brings 10 years of experience as a health educator, supervisor, and division director. Erika will be providing a high level of support for operations at the agency which is a great asset in this shared administrative arrangement.
- 5. Benzie Resource Center:** Construction in the lower level and the dental area is complete. Dental services have become fully available. The EH and Admin staff are moved in and functioning in their new space. Lower level meeting rooms are back in active use. The front desk/reception/clinical space is almost complete. The builder will be installing the final flooring in this area next week and expects to be finished with the area by the end of the month. The final phase will be updating the paint and carpet in the main lobby. We continue to have weekly conference calls with the builder which serves as a progress update as well as an opportunity to ask questions. The integration team is also working hard on clinic

flow improvements that reduce congestion at the front desk. Completely separate from the construction project is some repair work happening in response to a leaking bathroom fixture in the upstairs men's restroom.

**6. Strategic Planning:** We began the strategic planning process with all staff with a facilitated session at our staff meeting on December 9. Through the Northern Michigan Public Health Alliance, we engaged Emily Llore, Grand Traverse Area Regional Oral Health Coordinator, who is trained in the Technology of Participation process to facilitate the session. There are additional steps in this process that will take place over the next few months to complete the plan. It is important that all of our employees have a voice in this planning so additional small group meetings have been planned which the Division Directors are assisting with. This process is further developing the 3 year plan that was established in December of 2012.

2. Personnel and Finance Committee Report-Personnel and Finance Committee

A. Accounts Payable – Action

**Motion** by Sauer to pay the bills. Seconded by Griner.

**Voice vote: 6 yeas                      0 nays                      Motion carried**

B. December 2016 – Financial statements – Action

**Motion** by Sauer to place financials on file. Seconded by Lautner.

**Voice vote: 6 yeas                      0 nays                      Motion carried**

C. 2017 Board of Health Meeting Dates- Action

**Motion** by Rentenbach to accept the meeting dates as presented with the change of July 27 to Aug 3. Seconded by Sauer

**Voice vote: 6 yeas                      0 nays                      Motion carried**

D. Personnel and Finance Committee Appointment – Action

**Motion** by Noonan supported by Griner to appoint Carolyn Rentenbach to the Finance Committee.

**Voice vote: 6 yeas                      0 nays                      Motion carried**

Lautner requested that by next meeting Putney look into appointing an alternate to this committee.

E. Rotary Charity Grant Request – Action

**Motion** by Rentenbach to approve the resolution supporting the Rotary Grant. Seconded by Griner.

**Voice vote: 6 yeas                      0 nays                      Motion carried**

F. Clinical Community Linkages New Employee Positions – Action  
(Action on this item occurred earlier in the meeting)

4. Staff Reports

A. Administrative- Dodie Putney

- Audit report will be presented at the March Board of Health meeting.
- Switching from AT&T to Charter

B. Environmental Health Director –Tom Fountain

Fountain commented on the controversial “Nestle” bottled water plant in Mecosta County. The Nestle Company has requested a permit from the M.D.E.Q. to withdrawal additional groundwater from a new aquifer in Osceola County. Fountain stated it could be a matter of time before our district could be the subject of such groundwater withdrawal requests.

The Regional Beach Monitoring Stakeholders group will be meeting on Friday, January 27<sup>th</sup> to discuss the upcoming 2017 beach program. Among items to be discussed will be a new M.D.E.Q. – C.M.I. grant for monitoring e-coli levels in certain inland lakes.

The Health Department was notified of a resident who tampered with their holding tank located near Little Traverse Lake. The complaint was investigated by our staff and have ordered corrective action to be done within 30 days. The gray water pipes had been redirected onto the ground surface.

A developer in Elmwood Township has sold properties in a site condominium without first having a well drilled and sampled for nitrate levels. The master deed when written, indicated wells shall be drilled on each lot and nitrate levels be determined prior to the transfer of properties. One of the five property owners who purchased a unit without the “well first” is requesting the BLHDH to assist in this matter.

C. Personal Health – Michelle Klein

- Signage: The Benzie BIT team has received MDOT and Benzonia Township regulations for a road sign at the Benzie building. The team will be contacting sign companies for potential designs and costs. The goal is for a sign that says Benzie Community Resource Center and has the capacity to list all agencies and to change agency listings as needed.
- NMHSI: The health department will be looking at opportunities to coordinate outreach activities with NMHSI. For example, we are planning to combine services to offer sports physicals and immunizations to students at Benzie Central in the late spring.
- Benzie integration: The BIT team continues to meet and discuss opportunities to better integrate services and refer between agencies. We have started monthly “Lunch and Learns” where each agency can highlight programs/services.
- Fluoride Varnish: We have implement fluoride varnish in our WIC clinics. The varnish is applied up to 4 x/year, and includes a dental screening and referral to a dental home. Currently the health department has a grant from the state and receives the varnish at no cost. This is a Medicaid billable service.
- Satisfaction surveys: The MIHP program has begun texting a link to clients to a survey monkey satisfaction survey. This format worked well, and the results were all positive.

D. Medical Director – Dr. Joshua Meyerson

- Communicable disease whooping cough/ pertussis increase in Oakland county for 3-4 year olds
- Flu activity higher in the southern part of the State.

Public Comment:

None Present

Board Comments:

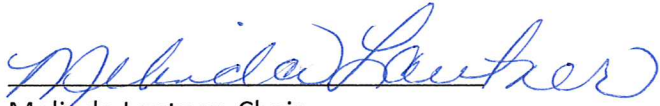
- Ryckman - questioned Medicaid Block Grants- Peacock stated the HD is not generally in support of block grants; because the HD depends on access to special financing mechanisms such as Medicaid outreach and Medicaid cost based reimbursement which is a Federal match to our spending.
- Ryckman – SIM’s project – private practice is involved – Medicaid/ Medicare/ everybody will soon be a part of a hospital system.

Adjournment

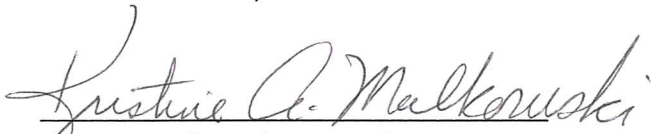
**Motion** by Griner, Lautner seconded to adjourn the meeting.

**Voice vote: 6 yeas                      0 nays                      Motion carried**

Meeting adjourned at 5:49 p.m.



Melinda Lautner, Chair

  
Kristine Malkowski, Recording Secretary

# Benzie-Leelanau District Health Department

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## Benzie-Leelanau Board of Health Approval to Pursue Rotary Grant Funding

The Benzie-Leelanau District Health Department is applying for a Seed Grant in the amount of \$6,239 from Rotary of Traverse City. These funds, together with a match of \$2,080, will be used for the following:

1. Live Well Benzie
  - Staff time to coordinate/facilitate monthly meetings, develop infrastructure and pursue sustainable long term funding.
  
2. Diabetes Prevention Program (DPP)
  - Staff time for development and distribution of promotional materials
  - Staff time to facilitate/coordinate 22 coaching sessions
  - Supplies: Printing of promotional materials; Participant Binders and Calorie King Books
  - Scholarships to reduce the \$50 participant fee for those with a financial hardship
  - Participant incentive: Drawing for 3 month membership to Betsie Hosick Health and Fitness Center. (Participants who complete the program are eligible).

The Benzie-Leelanau District Health Department Board of Health has been informed about this grant application and approves pursuing funding for the above activities.

  
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Chair, Benzie-Leelanau District Health Department Board of Health

  
\_\_\_\_\_  
Date