

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
Wednesday, June 22, 2022 2:00 p.m.  
Benzie Community Resource Center - Ingemar Johansson Conference Room  
6051 Frankfort Highway  
Benzonia, MI 49616**

Chairperson Dr. Barbara Conley called the meeting to order at 2:02 pm.

**Members Present:**

Gary Sauer - Benzie County Board of Commissioners  
Ty Wessell – Leelanau County Board of Commissioners  
Patricia Soutas-Little – Leelanau County Board of Commissioners  
Dr. Barbara Conley – Leelanau County Member at Large  
Rhonda Nye – Benzie County Board of Commissioners

**Members Absent:** None

**Members Excused:**

Dr. Mark Kuiper – Benzie County Member at Large

**Staff Present:**

Dr. Joshua Meyerson – Medical Director  
Dodie Putney – Director of Administrative Services  
Eric Johnston – Director of Environmental Health  
Dan Thorell – Interim Health Officer

**Staff Excused:**

Michelle Klein - Director of Personal Health

**Guests Present:**

Nick Dow – Benzie-Leelanau District Health Department

**Pledge of Allegiance**

**Approval of Minutes:**

**Discussion:** The amount that was listed for the appropriation request for Leelanau County was incorrect, the request was for \$331,684. Two typos needed to be corrected.

**Motion By:** Soutas-Little to approve the May 25, 2022 BOH Meeting minutes with the corrections.

**Seconded By:** Nye

**Roll Call Vote:** Sauer-yea, Conley- yea, Wessell– yea; Soutas-Little- yea; Nye - yea  
**5 yeas 0 nay 1 excused Motion carried**

**Approval of the Agenda:**

**Motion By:** Sauer to approve the agenda as presented.

**Seconded By:** Wessell

**Roll Call Vote:** Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little -yea; Nye - yea  
**5 yeas 0 nay 1 excused Motion carried**

**Public Comment – None**

**Food Program – Nick Dow**

The goal of the BLDHD’s Food Program is to work with local food vendors to ensure safe food handling practices. To assist with this goal there are two food safety classes that are offered in each County yearly. Every year the number of licensed food venues in the two Counties continues to grow. One of the fastest growing sectors of the food licenses is food trucks and temporary licenses for special events. Food trucks can get their initial license at BLDHD but then have their reviews performed in other jurisdictions.

As the Covid pandemic began, the focus on the Food Program shifted into helping with the logistics for the vaccination clinics. Another shift in focus for the Food Program was to assist local restaurants navigate the new and constant changing regulations that pertained to dining establishments. As new regulations were introduced for restaurants during the pandemic BLDHD would create easy to read documents that explained the protocols for the local restaurants and answer any questions that they may have to assist them to be successful.

Two other items that are performed by the Food Program are the inspections and licensing of campgrounds and pools.

**Health Officer Update – Dan Thorell**

A written report was distributed prior to the meeting for review. Please refer to it for details. There are 45 local health departments in the State of Michigan and they all belong to the Michigan Association for Local Public Health (MALPH). MALPH recently held the Michigan Premier Public Health Conference in Grand Rapids. At this meeting Lisa Peacock received the Roy Manty Distinguished Award and BLDHD received the Director’s Award.

HDNW is still in the process of completing a job description for the Health Officer position. A draft has been completed. When the draft was reviewed, it was decided that some of the wording needed to be revised to better suit the Public Health Code requirements.

The Strategic Plan Meeting notes were distributed at the beginning of the meeting. As the BLDHD BOH Members read through the notes, there was concern over some of the wording. It was asked for some clarification of a few items. At the end of the notes there was a small list of tasks for BOH Members to do. These tasks were related to achieving the goals that were outlined in the meeting. The BOH Members will thoroughly review the list to get a sense of what tasks each member would like to be assigned. This will be discussed in more detail at the next meeting. A calendar of when items shall be accomplished will be created to help monitor progress.

**July 27, 2022 BOH Meeting**

**Discussion:** Thorell and Meyerson will not be able to attend the July 27, 2022 BOH meeting.

There were three options presented on how the meeting should proceed. Option one was to cancel the meeting. Option two was to reschedule the meeting to a different day. Option three was to have the meeting as planned with the two staff members submitting written reports prior to the meeting.

**Motion By:** Nye to hold the July 27, 2022 BOH meeting as scheduled with written reports submitted prior to the meeting from the two staff members who will be absent.

**Seconded By:** Wessell

**Roll Call Vote:** Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little- yea, Nye - yea  
5 yeas 0 nay 1 excused Motion carried

**Interaction with Health Department of Northwest Board of Health**

The meeting that had been arranged for Conley and Sauer to meet with the Chair and Vice-Chair of HDNW BOH was cancelled due to a funeral that the Chair of HDNW needed to attend. This

meeting was rescheduled for June 24, 2022. The main objective for this meeting was to create a better line of communication with the HDNW BOH about expectations with the Health Officer position. It was decided among the BOH Members that they would start Zooming into the HDNW BOH Meetings. This would allow the BLDHD BOH to have a clearer understanding of what actions HDNW BOH may decide on. The BLDHD BOH will take turns on who will listen to the monthly meetings. Nye will attend the first meeting in July and Soutas-Little will attend the August meeting. This will become an item that will be reported on at the BLDHD BOH meeting.

**BLDHD BOH By-Laws and Rules of Order Review**

Sauer and Soutas-Little had gone through the BLDHD BOH By-laws to see if there were any items that needed to be updated as they had not been revised in approximately twenty years. It was noted that there needed to be a change in Section III. The location of the meetings cannot always be at the Health Department so it will be changed to a location within each County with the meetings rotating between the two Counties. The other adjustment will be discussed more at length at the next BOH Meeting. It is Section VII, Committees. It was discussed that the Personnel and Finance Committee should be split into two different committees as they are two separate issues. It was also determined that there should be a third committee to review all of the programs that BLDHD offers. This Committee would review a certain number of programs per session and report back to the Board to discuss what was found. At the next meeting it will be discussed who needs to be on these Committees and how many people can be on each Committee.

**Accounts Payable**

**Discussion:** A couple of questions were asked about a few vendors concerning what services they provide to assist the BLDHD with their functions. Tracfones are used for Covid contact tracing. The reflective counseling is an employee benefit that is offered to Personal Health home visiting employees.

**Motion By:** Sauer to approve accounts payable and pay the bills.

**Seconded By:** Conley

**Roll Call Vote:** Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little- yea, Nye - yea  
5 yeas 0 nay 1 excused **Motion carried**

**May 2022 Financial Statements**

**Discussion:** It was asked why there was a surplus in the budget but some items were over budget. It was explained that the Health Department received funding for programs after the budget was adopted. Budget shortfalls will be corrected in the final budget amendment in September. It was also asked what items make up Other Expenses. It is mostly computer licenses and subscriptions. These items have a specific general ledger code but are under the main heading Other Expenses. This item will be broken down further for more clarification in the future.

**Motion By:** Sauer to accept the financial statements as presented.

**Seconded By:** Wessell

**Roll Call Vote:** Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little- yea, Nye - yea  
5 yeas 0 nay 1 excused **Motion carried**

**Revised Job Classification Schedule for Deputy Health Officer Position**

**Discussion:** This position would be an addition to a current Director's position. The position would be enacted for emergencies/lack of a Health Officer. It would also be able to assist in running the Department efficiently by having a local figure head available at all times to assist the Health Officer discharge directives within the district. This position would also represent the Health Officer at public meetings if the Health Officer could not attend. It was discussed about having this position created so it could be filled quickly if there was a need. It was also discussed that it would be best to not fill this position until HDNW has hired someone for the Health Officer

position and explore if this person is interested in having a Deputy Health Officer at this Health Department.

**Motion By:** Conley to create a position for a Deputy Health Officer but not fill it at this time.

**Seconded By:** Soutas-Little

**Roll Call Vote:** Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little- yea, Nye - nay

**4 yeas 1 nay 1 excused Motion carried**

### **Staff Reports:**

#### **Medical Director – Dr. Joshua Meyerson**

A report was distributed prior to the meeting. Please refer to it for details. Data is showing that the tick population is increasing every year. The Benzie-Leelanau Counties are located in the higher risk areas for tick born diseases in the State. The FDA approved and the CDC is recommending that six months to five-year-old children receive Covid vaccines.

#### **Personal Health – Dan Thorell**

A report was distributed prior to the meeting. Please refer to it for details. The Covid maps of the State provide a bit of conflicting information. One map shows the number of cases of Covid, which puts our area in a lower demographic for risk. The second map is associated with the availability of hospital care, this puts our area in a high-risk demographic. The northern portion of Michigan has a lower number of hospitals to be able to treat people. The ratio of people to available hospital beds can become concerning, thus moving our area into higher risk area.

#### **Environmental Health – Eric Johnston**

A report was distributed prior to the meeting. Please refer to it for details. With the success of the digitizing of septic and well records and making them accessible to the public through the BLDHD website; the possibility of digitizing our campground, food, pools and site condominiums records is being investigated. The division is currently in the process of obtaining estimates for the work. Money from a Workforce Development fund will be used to pay for this process.

Weldon is the last township in Benzie County to be made available on the BLDHD public portal. This township should be available by the end of June.

The process of having all applications available online, which can be completed, submitted, and paid for on-line is almost complete. It is going through the final stages of testing after some defects had been found in prior testing.

Johnston and the Leelanau County Administrator, Janik, met with the architect to finalize what the needs for the EH Department are to move into the Leelanau Government Center. The plan is in the process of being drawn up and going out for bid.

#### **Administrative – Dodie Putney**

A report was distributed prior to the meeting. Please refer to it for details. The final date for the bidding for the new telephone system has been postponed by two weeks. The transition to the governmental Office 365 did not go smoothly, there are still some issues being worked out.

#### **Public Comment –**

Bill Crawford mentioned what a high honor it was for Lisa Peacock to have received the Roy Manty Distinguished Service award from MALPH.

#### **Board Comments –**

Wessell asked if there would be a news release on the awards that were won at the Michigan Premier Public Health Conference and the answer was yes. Thorell is working with HDNW about

the announcement of the Roy Many Distinguished Service award and then he was going to follow up with BLDHD staff about the announcement for the Public Health Community Achievement Award that was won.

**Adjourn:**

**Motion By:** Sauer to adjourn the BOH meeting at 4:50p.m.

**Second By:** Wessell

**Roll Call Vote:** Sauer- yea, Conley- yea, Wessell-yea, Soutas-Little- yea, Nye - yea

5 yeas 0 nay 1 excused Motion carried

  
Dr. Barbara Conley, Chair

  
Shelley Jablon, Recording Secretary