

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

September 27, 2012  
3:30 p.m.

**Tentative** minutes to be acted upon at November 29, 2012 meeting.

Meeting called to order at 3:30 p.m. by Chair Nielsen.

Roll call.

Pledge of Allegiance

Members Present:

James Schaub, Leelanau County Board of Commissioners  
Mary Tonneberger, Leelanau County Member at Large  
Dr. Richard Nielsen, Benzie County Member at Large  
Anne Damm, Benzie County Board of Commissioners  
Marcia Stobie, phone conference

Excused:

David Marshall, Leelanau County Board of Commissioners

Administration Present:

Jenifer Murray, Health Officer/Director of Personal Health Services  
Tom Fountain, Environmental Health Director  
Dodie Putney, Director of Administrative Services, video-conference-Benzie office

Guests: See Guest Lists in record, Leelanau office

Nielsen stated since we do not have a quorum we will move on to public comment until Anne Damm arrives.

Public Comments:

John Popa, Bingham Township, commented on the code change regarding the addition of mound systems to the current Environmental Health Code. Feels the decision to approve the systems should not be tied to anything else. Point of sale has been a hot topic, feels this change is good ammunition to get the point of sale approved by the Leelanau County Board of Commissioners as the citizens will have more options.

Larry Kabot stated he agrees with John Popa. Need to move forward with the code change. Ron Erway urges the board to move forward.

Anne Damm arrived at 3:40 p.m.

Nielsen stated we now have a quorum; we can approve the minutes and agenda.

Approval of Minutes:

**Motion:** by Tonneberger, seconded by Schaub to approve the minutes of the July 26, 2012 meeting. No additions or corrections.

**Voice vote: 4 ayes                      Motion carried**

**Motion:** by Tonneberger, seconded by Schaub to approve the minutes of the closed meeting on June 26, 2012 with comments from Schaub.

**Voice vote: 4 ayes                      Motion carried**

Approval of Agenda:

**Motion:** by Tonneberger, seconded by Damm to approve the agenda

**Voice vote: 4 ayes                      Motion carried**

1. Health Officer:

Jenifer gave an update on the Community Health Needs Assessment process. They will be creating action plans with a large focus on obesity. Reported the Benzie office held one flu clinic on September 25, 2012, while Leelanau will not be having any. There are seven providers in Leelanau County offering flu shots and only one in Benzie County. Another half day clinic may be scheduled depending on the amount of vaccine left over.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

**Motion:** by Tonneberger, seconded by Schaub to approve the Accounts Payable in the amount of \$146,192.90

**Voice vote: 4 ayes                      Motion carried**

B. August 2012-Financial Statements-

**Motion:** by Tonneberger, seconded by Schaub to approve the August 2012 Financial Statements. Discussion followed

**Voice vote: 4 ayes                      Motion carried**

Marcia Stobie left the meeting.

C. FY 2012 Final Amended Budget-

Putney reported that the final amended budget reflects a \$1219.00 surplus. Accrued wages have always been a problem when figuring the final budget, but with payroll completed she has a more accurate understanding of where we should end up. It was a great year in Environmental Health.

Discussion followed.

**Motion:** by Tonneberger, seconded by Schaub to approve the FY 2012 final amended budget.

**Voice vote: 4 ayes                      Motion carried**

D. MERS Resolution for Chuck Grant-

**Motion:** by Tonneberger, seconded by Schaub to approve Chuck Grant's request to purchase additional credited service. Discussion followed.

**Voice vote: 4 ayes                      Motion carried**

E. Early Retirement request for Chuck Grant-  
Putney reported early retirement was offered to qualified employees. Chuck Grant accepted the early retirement. It was originally offered to start October 1, 2012, however it has been altered to start January 1, 2013. We will only have to pay out the health insurance for nine months instead of twelve months for 2013, and twelve months each year after. Discussion followed.

**Motion:** by Schaub, seconded by Tonneberger to approve the early retirement for Chuck Grant.

**Voice vote: 4 ayes                      Motion carried**

F. Adoption of EH fees for FY 2013-  
Fountain reported on the increase in the Environmental Health fees. Stated Benzie County's fees remained higher than Leelanau due to the fact there is no increase from Benzie County in appropriations. Discussion followed. Schaub requested we table this until the next meeting. He would like to see the history of EH fees from 2010 to present. Adoption of the 2013 Environmental Health fees are tabled until the November 29, 2012 meeting.

G. Adoption of FY 2013 budget including reclassification of employees-  
Putney reported this budget is similar to the one adopted for 2012. Projecting about a \$1200.00 surplus if all goes as planned. Will have to alter this budget right away due to the environmental health fees approval being tabled. Reported on the Health Reimbursement account and the savings involved. Discussion followed.

**Motion:** by Tonneberger, seconded by Schaub to adopt the proposed FY 2013 budget as submitted.

**Voice vote: 4 ayes                      Motion carried**

H. Dillon Energy Services agreement-  
Dodie reported on the service agreement and the savings involved by contracting with Dillon Energy services to manage our natural gas. Discussion followed.

**Motion:** by Schaub, seconded by Damm to agree to the Dillon Energy service agreement as presented.

**Voice vote: 4 ayes                      Motion carried**

I. Health Department Plan of Organization-  
Jenifer reported we are required by the Michigan Department of Community Health to submit a health department organizational plan to the MDCH as part of our accreditation. It has been updated and she recommends the approval of the Board of Health. Discussion followed.

**Motion:** by Tonneberger, seconded by Schaub to approve the Organization Plan as presented.

**Voice vote: 4 ayes                      Motion carried**

J. Health Department Data Management Plan-  
Jenifer reported this goes along with the Organizational Plan. We are required to submit

this plan to the Michigan Department of Community Health as well. It describes the data management system and the fact we share a server with The Health Department of Northwest Michigan.

**Motion:** by Tonneberger, seconded by Schaub to approve the Data Management Plan as submitted.

**Voice vote: 4 ayes            Motion carried**

K. Health Departments Plan to meet the New Publicly Funded Health Insurance Contribution Act-

Jenifer stated we are required to report how we will comply with this Act. There are four options to choose from. We recommend the board approves the hard cap option as the health department currently meets this option. Discussion followed.

**Motion:** by Schaub, seconded by Tonneberger to adopt the hard cap option as presented.

**Voice vote: 4 ayes            Motion carried**

L. Health Department closure on December 14, 2012 for Annual All Staff Meeting-

Nielsen stated the closure on December 14, 2012 is an all staff meeting we have had for quite some time. Jenifer reported the all staff meeting is an all staff training which includes Emergency Preparedness training that is more effective if we can have the entire staff together in one room. Furthermore, we do our HIPPA training, OSHA training, and other trainings that involve all staff.

**Motion:** by Tonneberger, seconded by Schaub to approve the closing of the Health Department for an all staff meeting on December 14, 2012.

**Voice vote: 4 ayes            Motion carried**

M. Septic Code Change-

Fountain reported on the staff's recommendation for the code change. Stated we already adopted the Alternative Treatment System in our Sanitary Code to give citizens more options. Fountain and his staff does not think at this point and time it is in the best interest of Leelanau County and good public health to have mound systems. We need to maintain what we have and push for point of sale inspections to be adopted in Leelanau County. Discussion followed. Nielsen stated we have a final recommendation; this is what the Board has been requesting. Damm commented she is comfortable with Fountain's recommendation. Fountain read a part of Chapter 8, Public Facilities and Physical Services from the proposed master plan for Leelanau County which states Leelanau County should require septic systems and wells be certified by the Health Department to be in compliance with present standards whenever property changes ownership. Discussion followed. The board follows Fountain's recommendation to not approve a septic code change at this time and no action is taken.

N. Platte Lake Improvement Association Grey Water Initiative-

Fountain reported he met with the Platte Lake Improvement Association regarding a grey water study. The Association got a settlement from the State regarding the phosphorous discharge into Platte Lake from the fish hatchery. Wilfred Swiecki, president of the PLIA introduced the members present. Fountain stated they want the Health Department to approve up to five experimental grey water systems. Need approval from the Board to allow these systems to be installed in areas not suitable for on-site sewage systems. Will

be monitored and sampled by their scientists for up to two years. The Health Department recommends we approve these systems. Discussion followed.

**Motion:** by Tonneberger, seconded by Schaub to approve the Platte Lake Improvement Associations Grey water initiative.

**Voice vote: ayes                      Motion carried**

**3. Staff Reports:**

**A. Administrative-**

Putney reported the T-1 line has been going up and down all day. We are working with AT & T to solve the issue and hopefully will have faster speed with our new software.

**B. Environmental Health-**

Fountain reported Governor Snyder passed a burning ban law. Prohibits burning of house hold waste however it does not state who enforces it. Fountain followed up on the request for action regarding the Article IX, ten year right of use inspections on properties with no septic records. Stated letters have been sent out and inspections are being performed.

**C. Medical Director-**

Not present

**D. Personal Health-**

Murray reported there will be a Personal Health staff presentation at the November 29, 2012 meeting.

**Public Comments:**

Jerry Heiman asked Fountain if there is a system in place to make sure everyone responds to the letters sent out and is there a deadline. Fountain explained there is a system in place and the deadline for the first batch of letters is October 1, 2012.

John Popa stated he thinks what just happened was terrible. It's been 2 ½ years discussing this code change and the addition of mound systems. Mounds are used around the country as well as this State. No action was taken today.

**Board Comments:**

Tonneberger reported she worked on the task force for Leelanau County for years developing ordinances for new septic systems and the Board of Commissioners turned it down three times. If the Leelanau County Board requested the code change be opened up again, that would be the way to go. This Board is open to the point of sale philosophy because Benzie County has had success with it.

Chair Nielsen adjourned meeting at 5:10 p.m.

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Heidi Roper, Recording Secretary

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