

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

July 25, 2013
4:00 p.m.

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

Roll call.
Pledge of Allegiance

Members Present:

Glen Rineer, Benzie County Board of Commissioners
Dr. Richard Nielsen, Benzie County Member at Large
Melinda Lautner, Leelanau County Board of Commissioners
Carolyn Rentenbach, Leelanau County Board of Commissioners
Marge McCulloch, Leelanau County Member at Large

Excused:

Lisa Tucker, Benzie County Board of Commissioners

Administration Present:

Jenifer Murray, Health Officer and Director of Personal Health Services
Dodie Putney, Director of Administrative Services
Tom Fountain, Environmental Health Director
Dr. Michael Collins, Medical Director

Staff:

Victoria Kriskywicz
Debbie Aldridge
Kris Malkowski
Clay McNitt, video conference, Leelanau office
Sharon Husted, video conference, Leelanau office

Guests:

Lisa Danto
David McCulloch

Approval of Minutes:

Motion: by Nielsen, seconded by McCulloch to approve the minutes of the May 30, 2013 meeting with no additions or corrections.

Voice vote: 5 ayes Motion carried

Approval of Agenda:

Motion: by Nielsen, seconded by Rentenbach to approve the agenda with the deletion of the Sage Accounting Software.

Voice vote: 5 ayes Motion carried

Public Comment: Victoria Kriskywicz thanked the past and present Board of Health for the non-hostile work environment we now have. Vicky asked the Board to please remember this in your future decisions.

Guest Presentation: Lisa Danto from the Traverse Bay Area Tobacco Coalition explained the mission and goals of the task force. Lisa reported their current project is addressing the impact smoking has on our environment, trying to get local jurisdictions to pass a policy for smoke free parks and beaches. Lisa distributed a sample letter of support and a sample resolution for the Board of Health to consider signing at their September meeting.

1. Health Officer Update- Jenifer Murray:

Murray reported she is resigning effective August 12, 2013. Murray stated since the time she was asked to take the Health Officer position, which also includes Personal Health Director, it has been very strenuous on her family and feels she needs to step down and take some time for her family. Despite the tension, it's been a great year and we have a great staff. In the last year the Department developed the first ever strategic plan, continued to provide high quality service for both environmental health and personal health.

She is very proud of the staff and is willing to help as much as she can with this transition. Murray reported on the follow-up action to the Bechill's concern regarding the inaccurate link on the website. Murray takes full responsibility for the error. She reported action was taken and the situation was corrected as soon as it was brought to her attention.

Putney reported she contacted Wyant Computer Services for information and direction. I looked back as far as I could for any e-mails related t this situation, however, we cannot retrieve e-mails dated that far back. Tom Wyant drafted a letter to explain how our server works and what its capabilities are. In an e-mail dated Sunday July 21, 2013, Bechill's requested our attorney's contact information and Putney will supply them with that information in an e-mail she sill send them tomorrow. Putney also stated she looked back on every invoice related to our website to see what she could find and found nothing related to this error. Putney believes we have gone as far as we can go with this.

Murray reported she has contacted her State consultant again and they have assured her by correcting the error no further action was necessary.

Lautner thanked Murray and Putney for following up on the concern.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Motion: by Dr. Nielsen, seconded by Rineer to approve the Accounts Payable in the amount of \$194,867.67

Voice vote: 5 ayes Motion carried

B. June 2013-Financial Statements-

Nielsen stated we are currently doing better than budgeted. Putney reported we are owed a lot of money from the State from 2011-2012 cost base reimbursement. The state acknowledges they are behind with their payments. Putney hopes to receive the money soon. Lautner suggested sending the State a letter from the Board of Health if the payment is not received by September.

Motion: by Dr. Nielsen, seconded by Rentenbach to acknowledge receipt of the June, 2013 financial statements.

Voice vote: 5 ayes Motion carried

C. County Appropriation Request–

Putney reported the standard request is a 3% appropriation increase adjusted on population. Putney requested the increase from the Counties contingent on Board approval.

Stated since Benzie County has not given us an increase since fiscal year 2010, we have had to increase permit fees to make up the difference, however, this is not enough and need to find something else to supplement if we do not get an increase from Benzie.

Motion: by Nielsen, seconded by Rentenbach to request a 3% increase adjusted on population growth for County appropriations.

Voice vote: 5 ayes Motion carried

D. CHAMPS System Information Requirement –

Putney reported the State is requiring the health department to provide them personal information from each board member to be entered into the CHAMPS system. This requirement is a result of the Affordable Care Act which will allow the federal government to do a background check on anyone who receives money from Medicaid or Medicare. Putney explained because they are the governing body, the State is requiring their information. Discussion followed. Lautner requested something in writing from the State to bring back to the Board that clearly states this information is required from Board of Health members as she feels it is an interpretation. Putney and Roper will contact the State and request more information to take to the next Board of Health meeting.

E. Benzie Building Transition Plan-

Nielsen reported the Benzie Community Resource building will revert back to Benzie County in December, 2017. We only have 4 years and 4 months. The expectation at the time of building the resource center was for the Health Department and other occupants to maintain the building and the County abate the rent. Discussion followed. Nielsen made a motion to appoint a sub-committee to address the building issue. After further discussion, Lautner appointed Nielsen, Rineer and Lautner to serve on this committee. A tentative meeting is set for Monday September 9, 2013 at 9:00 am at the Benzie Community Resource Center. Rineer will invite the Benzie County administrator and Lautner will invite the Leelanau County administrator to attend the meeting. Putney will attend as well.

F. Health Officer Resignation/Transition Plan –

Motion: by McCulloch, seconded by Nielsen to accept Murray's resignation.

Voice vote: 5 ayes Motion carried

Lautner spoke with Mark Miller from the Michigan Department of Community Health. He sent an outline of some options the Health Department has for replacing the Health Officer position that will become vacant August 12, 2013. His recommendation is to appoint Dodie Putney as Provisional Health Officer with another Health Officer or person qualified to be her advisor for a period of 6 months. This will allow the Health Department time to make a decision on how to proceed with hiring a permanent Health Officer. Lautner reported in full disclosure she did receive an e-mail from Bill Crawford stating his interest in the vacancy for the Health Officer position. It was not a formal application.

Motion: by Rentenbach, seconded by Nielsen to appoint Dodie Putney as provisional Health Officer for 6 months contingent on appointing an advisor. Discussion followed.

Voice vote: 5 ayes Motion carried

Lautner discussed compensation for Putney for this transition. Putney stated she expects no compensation. Nielsen feels there should be compensation. The Finance Committee will discuss it and make a recommendation at the next Board meeting. This compensation can be made retroactive.

Lautner reported we have a lawsuit pending and as we seek council, she would like to personally use Leelanau County's law firm. Nielsen stated he is not aware of an official lawsuit as nobody has been served. MMRMA will not act on anything until all involved have been served.

Nielsen stated the need to set up the process today on how to proceed with hiring another Health Officer. Lautner suggested holding a special meeting and invite Lisa Vogler, attorney for MMRMA, to assist in the process and we should have an answer from the State in a week regarding the provisional appointment of Putney. Tentative meeting set for August 14, 2013 at 9:00 a.m. at the Benzie Community Resource Center. Murray suggested inviting Mark Miller from the Michigan Department of Community Health.

McCulloch thanked Murray for her service

3. Staff Reports:

A. Administrative-

Putney reported the phone contracts have been signed, it's been a very intense process. Hoping the savings is worth the time. Reported that the Health Department received \$275.00 from Region 3 User Group to help pay costs for the National User Group Conference in Dallas.

Putney commented on what a huge loss the Department is suffering with the resignation of Murray. She is a great leader and person. Murray has taught her a lot about public health and one of the things she has realized is it's not always about the finances, it's about the public.

B. Environmental Health-

Fountain stated Murray has done a great job this past year and the Health Department is losing a great leader.

Fountain reported the DEQ is sponsoring a Total Coliform Rule Workgroup. Eric Johnston, our Type II Coordinator has been asked to be a member. The group will be meeting twice a month. The group's goal is to figure out how to educate the water supply owners regarding the new EPA rules which will take effect in 2014.

Beach monitoring continues. Had to post the Beulah beach last week for E-coli exceedence.

Governor Snyder is proposing a Public Health Code review. The last time it was looked at was 1978. Jim Haveman, director of MDCH, has appointed Lawrence Burns as the chairman of the Public Health Code Advisory Committee.

Fountain reported staff is preparing for accreditation which will take place the first week of October. We will be accredited on food service and on-site sewage disposal.

The Article IX non point of sale inspections are continuing. To date approximately 18 systems have either been installed or permits issued for installation.

C. Medical Director-

Dr. Collins stated he concurs with Jenifer about the overall quality of the staff. Everything will carry on as well as it did before. Sad to see Jenifer leave, hopes to see a lot of her in public health in one way or another.

D. Personal Health-

Murray reported flu season is coming soon and due to the wide availability of flu vaccine we have really cut down on the number of flu clinics we do. Like last year we will have one full day clinic in Benzie and no clinics in Leelanau as we have 4 different sites in Leelanau that offer flu clinics.

A little over a year ago we started our electronic medical records. We have been fully using it for immunizations and we will be adding this month our maternal infant health program which is our home visit program for pregnant women and infants up to age 1. Deb Aldridge has done an excellent job learning the system. She and Autumn Jurek, one of our nurses, will be training the other staff this month. This software was funded with the Medicaid incentive dollars from the Affordable Care Act.

Public Comments:

Debbie Aldridge stated the loss of Jenifer is not only a huge loss to our Health Department but is also a loss locally, regionally and statewide. She is so well respected. Not only as the Personal Health Director but with her being our Health Officer it has been a great place to be and work in and we will really miss her. She will be hard to replace.

David McCulloch asked whether there were errors, omissions and malpractice insurance on Board members? Putney stated we do have that insurance. McCulloch stated if we do have errors, omissions and malpractice insurance we cannot pick our own attorney. Since it is the Board being sued the insurance company will pick the attorney.

McCulloch reported he is on the Solid Waste Commission for Leelanau County and feels people throwing cigarette butts around, which people do; is more of a training in their home to be more courteous. McCulloch also stated you don't have the authority to enforce it, and to try and make a law for something you can't enforce is frivolous so the board might want to think about that.

Lisa Danto stated prior to January when the new Sheriff of Leelanau County began in his

office, she talked to him about this project and he did say it was hard to enforce the litter law but he supports the effort. Added on a personal note she will miss Jenifer. She has been a pleasure to work with. When she has mentioned Jenifer leaving at the State level they all spoke very highly of her.

Clay McNitt stated the staff will miss Jenifer; she has always been a pleasure to work with both as an administrator and a personal health person.

Board Comments:

Rentenbach thanked Jenifer for her service to the community over the past 17 years. Has been my pleasure to work with her over the last 6 months or so and see the respect she has earned.

Lautner inquired about the Health Department's Strategic Plan, and asked if the new Board members could get a copy. Murray reported she had presented it at the March Board meeting but will e-mail Lautner another copy.

Motion: by Dr. Nielsen, seconded by McCulloch to adjourn the meeting.

Voice vote: 5 ayes Motion carried

Chair Lautner adjourned meeting at 5:50 p.m.

Melinda Lautner, Chair

Heidi Roper, Recording Secretary