

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

September 26, 2013
4:00 p.m.

Meeting called to order at 4:03 p.m. by Chair Lautner.

Roll call.
Pledge of Allegiance

Members Present:

Glen Rineer, Benzie County Board of Commissioners
Lisa Tucker, Benzie County Board of Commissioners
Melinda Lautner, Leelanau County Board of Commissioners
Carolyn Rentenbach, Leelanau County Board of Commissioners
Marge McCulloch, Leelanau County Member at Large

Excused:

Dr. Richard Nielsen, Benzie County Member at Large

Administration Present:

Dodie Putney, Director of Administrative Services, Interim Health Officer
Tom Fountain, Environmental Health Director
Dr. Michael Collins, Medical Director

Staff: Debbie Aldridge
Sharon Husted
Michelle Klein

Guests: See attached list

Approval of Minutes:

Motion: by McCulloch, seconded by Rineer to approve the minutes of the July 25, 2013 meeting with no additions or corrections.

Voice vote: 5 ayes Motion carried

Motion: by Rentenbach, seconded by Rineer to approve the minutes of the August 14, 2013 Special Board of Health meeting with no additions or corrections.

Voice vote: 5 ayes Motion carried

Approval of Agenda:

Motion: by Rentenbach, seconded by Lautner to approve the agenda with a correction to D, under Personnel and Finance Committee Report to be the Adoption of the 2014 Fiscal year budget instead of Adoption of EH Fees for FY 2014, along with the addition of E – Recycling Site-Connie Binsfeld Resource Center under Health Officer Update.

Voice vote: 5 ayes Motion carried

Public Comment: Bruce Price commented on recycling at the Connie Binsfeld Resource Center. Feels it is a bad idea to allow recycling to be placed on the site.

1. Health Officer Update- Dodie Putney, Interim Health Officer:

A. Northern Michigan Health Coalition – Ingemar Johansson, Chief Operating Officer of Benzie-Manistee Centra-Wellness

Johansson explained what the Northern Michigan Health Coalition is, The Health Department's participation with the Coalition and its goals. See attachments.

B. Director of Personal Health Services Proposal – Linda Yaroch, Health Officer, HDNW Yaroch explained the proposal from The Health Department of Northwest Michigan to contract with Lisa Peacock, M.S.N., W.H.N.P.-B.C., to serve as Personal Health Director one day per week for The Benzie-Leelanau District Health Department. Lisa currently serves as Family and Community Health Services Supervisor and Nurse Practitioner for the Health Department of Northwest Michigan. Discussion followed. See attachments.

C. Cross Jurisdictional Sharing Project Update- Linda Yaroch, Health Officer, Health Department of Northwest Michigan

Yaroch reported on the Robert Wood Johnson Foundation Cross Jurisdictional Sharing Project. The RWJF expert staff and the Northern Michigan CJS team have agreed to offer the BLDHD Board of Health a focused process to explore Cross Jurisdictional Sharing arrangements as a future organizational planning process. If the BLDHD Board of Health is interested in this opportunity a plan will be developed to engage the BLDHD Board of Health and the RWJF and CJS team resources. Discussion followed.

D. Traverse Bay Area Tobacco Coalition – Lisa Danto

Danto reported on the documents she provided to the Board from her presentation at the July 25, 2013 Board of Health meeting. The Traverse Bay Area Tobacco Coalition is asking the Health Department to endorse and support the Coalitions effort to make all parks and beaches in Benzie and Leelanau Counties 100% tobacco-free. Discussion followed. Danto will come back to discuss it further.

E. Recycling Site – Connie Binsfeld Resource Center

Eric Lind from the Solid Waste Commission stated they would like the Board to reconsider hosting a recycling site at the Connie Binsfeld Resource Center. They have looked at the site since the last meeting and the cost of constructing a pad in the lower part of the drive area would be too expensive. Stated the site would have to be in the back parking lot away from the dumpsters. Discussion followed. Putney stated the Health Department has the same concerns that were voiced at the last meeting, moving it closer to the building creates more concerns. The expense of plowing on the weekends, along with other costs involved is an issue. Concerned \$1250.00 the Health Department would receive for allowing the recycling on the property would not offset the costs. The Solid Waste Commission will come back to the Board with a more specific plan and answers to the questions and concerns raised.

2. Personnel and Finance Committee Report:

A. Accounts Payable-

Motion: by McCulloch, seconded by Tucker to approve the Accounts Payable in the amount of \$163,588.81

Voice vote: 5 ayes Motion carried

B. August 2013-Financial Statements-

Putney stated on the front page where it says due from the State of Michigan almost \$170,000.00 is the Medicaid money the State is behind on paying that she reported on at the last meeting as being a cash flow problem. Putney reported she attended an Accounting Seminar earlier this month and spoke with Tammy Stevens from Medicaid about our outstanding balance. Stevens informed Putney she could e-mail her for preliminary payment. Putney stated she has done that and is working with her to get some of the money pre-paid. Discussion followed.

Motion: by Rentenbach, seconded by Tucker to acknowledge receipt of the August, 2013 financial statements.

Voice vote: 5 ayes Motion carried

C. FY 2013 Final Budget-

Putney reported we are projected to be in the black. The final amount will be determined after we have our audit which usually takes place in December. Putney stated we had a very good year in Environmental Health.

Motion: by Rentenbach, seconded by Tucker to approve the Final Amended Budget for FY 2013

Voice vote: 5 ayes Motion carried

D. Adoption of the 2014 Fiscal Year Budget -

Putney explained the two budgets proposed. Putney stated both are the same with the exception that one proposes contracting with The Health Department of Northwest Michigan for a Personal Health Director. With this option we are \$32,000.00 in the black, but we only get a Personal Health Director one day a week. The other budget proposes hiring our own in-house Personal Health Director at a .8 FTE. This budget is a balanced budget and the Personal Health Director would be on staff four days a week. Putney stated both budgets include a 1.5% raise for staff and both include a \$30,000 contract for a Health Officer. Putney reported there is no increase in Environmental Health fees this year. Benzie County did approve our appropriation request so with that, along with the increase in the number of permits being issued we are going to leave the fees the same as last year. Benzie County's fees will remain a little bit higher than Leelanau due to the past years of having no increase in appropriations. Discussion followed.

Motion: by Rentenbach, seconded by Tucker to accept the budget with a zero balance and hire Michelle Klein as a .8 FTE Personal Health Director and pursue contracting for a Health Officer.

Voice vote: 5 ayes Motion carried

E. Director of Personal Health Services-

Putney asked if the Board would move forward with the opportunity from the Cross Jurisdictional Sharing Project.

Motion: by Rentenbach, seconded by McCulloch to move forward with the opportunity

for help from the Cross Jurisdictional Sharing Project.

Voice vote: 5 ayes

Motion carried

F. Health Department closure on December 13, 2013 for Annual All Staff Meeting – Putney explained the closure of the Health Department and the All Staff meeting.

Motion: by Rentenbach seconded by Tucker to approve the closure of the Health Department on December 13, 2013 for the All Staff Meeting.

Voice vote: 5 ayes

Motion carried

3. Staff Reports:

A. Administrative-

Putney reported we have almost completed our phone conversion. Putney stated she could not have done the conversion without the help of the IT staff from Centra Wellness. It is a good example of agencies working together. Putney reported on the Netsmart Connections Conference in Dallas Texas. Stated it was very productive.

B. Environmental Health-

Fountain reported Dodie has budgeted for 2014 to bring Bill Crawford up to a 1.0 FTE as he is currently a .9 FTE. Chuck Grant who retired last December worked as our summer sanitarian and has indicated he probably does not want to do it next summer. Tom stated he is considering hiring Chuck as an on-call Sanitarian for vacation coverage. With the loss of Chuck as the summer sanitarian, Crawford's position has been raised to a 1.0.

Fountain reported we have wrapped up our 13th year of beach monitoring. Everything went very well with the exception of the Beulah Beach on Crystal Lake as there are some e-coli issues with this beach and it has been placed on the impaired waters list with Michigan. There will be some DEQ funding and studies done on Crystal Lake to research why these e-coli levels are spiking. Fountain reported they just finished up a busy season with the seasonal work such as campgrounds, septage haulers and swimming pools.

Fountain also reported next week is accreditation from the state for Environmental Health. MDARD will be here the entire week. MDARD is Michigan Department of Agriculture and Rural Development which oversees the Food Service Program. Tuesday, Wednesday and Thursday the State will meet with the staff for Sewage Disposal.

C. Medical Director-

Dr. Collins stated he had nothing to report at this time.

D. Personal Health-

Putney reported Debbie Aldridge has done an awesome job filling in the Director role for Personal Health on top of her existing duties. Putney reported there will be no flu clinics in the Leelanau office as flu shots are available just about anywhere now so it wasn't necessary to hold a clinic in Leelanau. However, due to a shortage of providers offering flu shots in Benzie County, one clinic was scheduled in that office on October 8, 2013. Aldridge stated everyone has worked very hard and complimented Putney on the great job she has done as interim Health Officer.

Public Comments:

None

Board Comments:

None

Motion: by McCulloch, seconded by Tucker to adjourn the meeting.

Voice vote: 5 ayes

Motion carried

Chair Lautner adjourned meeting at 6:03 p.m.

Melinda Lautner, Chair

Heidi Roper, Recording Secretary

DRAFT