

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

September 24, 2015

4:00 p.m.

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

A Quorum Was Present With The Following Members In Attendance:

Gary Sauer, Benzie County Board of Commissioners  
Dr. George Ryckman, Benzie County Member at Large  
Carolyn Rentenbach, Leelanau County Board of Commissioners  
Melinda Lautner, Leelanau County Board of Commissioners  
Marjorie McCulloch, Leelanau County Member at Large

Excused:

Roger Griner, Benzie County Board of Commissioners

Pledge of Allegiance

Administration Present:

Lisa Peacock, Health Officer  
Dodie Putney, Director of Administrative Services  
Tom Fountain, Environmental Health Director

Staff:

Jim Reardon, Emergency Preparedness Coordinator

Guests:

Sue Miller, League of Women's Voters - Leelanau County  
Marian Kromkowski, League of Women's Voters - Leelanau County  
Darlene Doorlag, League of Women's Voters - Leelanau County  
Betty Bushey, League of Women's Voters - Leelanau County  
Heidi Britton, CEO, Northwest Michigan Health Services, Inc.

Approval of Minutes:

**Motion:** by Sauer, seconded by Ryckman to approve the minutes of the July 23, 2015 meeting.

**Voice vote: 5 ayes                      Motion carried**

Approval of the Agenda:

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

**Voice vote: 5 ayes                      Motion carried**

Public Comments:

None

Presentations:

A. League of Women Voters - Early Childhood Needs & Services Committee  
Marian Kromkowski, President, presented the Early Childhood Needs & Services Committee's mission and concerns.

Sue Miller, Chair, presented the goals of the Early Childhood Needs & Services Committee.

B. Heidi Britton, CEO, Northwest Michigan Health Services Inc.

Heidi Britton reported NMHSI received the funding to provide access to care in Benzie County at the Benzie Community Resource Center. They plan to be moved into the facility and operating by December 8, 2015. Britton thanked the board for their support. Discussion followed.

C. Jim Reardon, Health Department Emergency Preparedness Coordinator

Reardon advised the board on his role as Emergency Preparedness Coordinator and the activities involved.

1. Health Officer Update- Peacock commented on the following programs:

**1. Northern Michigan Public Health Alliance:** The NMPHA continues to meet monthly to identify opportunities for strengthening services and aligning resources in the region. Updates include: DHD #10 has hired a Coordinator to oversee the activities of the Immunization Initiative grant which aims to increase the immunization rates of children and adults throughout the 21 county regions. They are dividing the work plan into goals and all of the local health departments will be involved in the activities surrounding these goals. There has been no decision announced yet on which Capacity Assessment has been chosen to be the Community Health Innovation Region (CHIR) but is expected very soon. The Regional Technology Workgroup has been exploring improvements to Insight, the EMR used by most Health Departments in the Alliance with the purpose of better access to data and smooth and consistent services and workflow among counties. Work also continues in the areas of Public Health Emergency Planning (PHEP), Perinatal Regional Planning/Maternal Child Health Workgroup, and Community Health Needs Assessment.

**2. Public Health Emergency Planning (PHEP):** We continue to meet with Grand Traverse County Health Department (GTCHD) and Health Department of Northwest Michigan to develop the concept of a regional PHEP team. MDHHS met with the group on July 28<sup>th</sup> and strongly encouraged us to move forward with a regional plan and a budget. Currently the Emergency Preparedness Coordinators from each Health Department are working to identify what activities can be accomplished regionally and what must remain local. They have been asked to apply a time estimate to these activities so that a budget can be established. The overarching goal is that each district maintains strong local presence and collaboration with Emergency Management while reducing duplication and inefficiency in deliverables, planning, and exercises by sharing resources

regionally. GTCHD has submitted a Health Innovations Grant proposal on behalf of the regional group to assist with this process.

- 3. Community Health Needs Assessment (CHNA):** The Health Departments of NMPHA are collaborating with the hospitals in the region to complete a comprehensive CHNA. The results of this assessment are used to determine the health needs of the population in the region and drive initiatives and services to meet those needs. The results are shared widely among health and human service agencies. We are hoping for strong participation across the district in focused discussion groups that are being planned in the community as well as surveys and other means of data collection.
- 4. Enroll Northern Michigan:** We submitted a proposal to become a Navigator agency through Michigan Consumers for Healthcare. This would expand the navigation activities taking place in 8 northern counties to 11 with the addition of Grand Traverse, Benzie and Leelanau. If approved, this project would include increased funds for staffing and we would collaborate with Grand Traverse County Health Department to ensure seamless coverage of the region. This funding would assist with some realignment of staff activities which would result in better capacity and efficiency as well as improve the health of the people in our district by increasing access to care.
- 5. Breast and Cervical Cancer Control Program:** We are moving forward with collaboration with Health Department of Northwest Michigan to document navigation services to assist women in finding the appropriate care for their Breast and Cervical Cancer Screening and Diagnostic follow up needs. These activities are now reimbursable through the BCCCP program.
- 6. Northwest Michigan Health Services Inc.(NMHSI):** We have been meeting with Heidi Britton and other leadership staff from NMHSI to develop an Implementation plan for the proposed co-location of their FQHC expansion clinic within our Benzie building. We are supportive of innovative care delivery options to ensure seamless access to care for people who need a variety of public health, mental health, dental and primary care services and are approaching this in a collaborative way looking at all possible options for efficient use of space and resources within the building. We feel this could be an important source of outreach and referrals for health department services such as Children's Special Healthcare, WIC/MIHP, Family Planning, Immunization, and Healthy Futures.
- 7. Collaboration with Health Department of Northwest Michigan:** This collaboration continues under the contract established. We are currently working on implementation of ICD-10 conversion, developing capacity for billing commercial insurance carriers for Immunization and Family Planning

services and aligning policies and procedures. Environmental Health is also preparing for implementation of the Health Space electronic record.

## 2. Personnel and Finance Committee Report:

### A. Accounts Payable-

**Motion:** by Sauer, seconded by McCulloch, to approve the Accounts Payable in the amount of \$184,374.98.

**Voice vote: 5 ayes                      Motion carried**

### B. August 2015 – Financial Statements-

Putney stated she projects to be in the black at the end of the fiscal year, September 30, 2015.

**Motion:** by Sauer, seconded by Rentenbach to acknowledge receipt of the August, 2015 financial statements.

**Voice vote: 5 ayes                      Motion carried**

### C. Amended FY 2015 Budget -

Putney reported on the amended budget for FY 2015. Putney reported the budget should end in the black around \$26,000.00 to \$30,000.00. Putney contributes this to Environmental Health revenue being up \$40,000.00 higher than anticipated. Putney stated a \$50,000.00 grant was received from the State for local health department services which enabled us to purchase some much needed software for administration and EH. The money was also used to help with the process of contracting for services with the Health Department of Northwest Michigan. Putney reported we received a grant to help implement private insurance billing. This is a two year grant in which we can carry unused funds over from this year into the next year. Discussion followed.

**Motion:** by Rentenbach, seconded by Sauer to approve the FY 2015 amended budget as presented.

**Voice vote: 5 ayes                      Motion carried**

### D. Proposed FY 2016 Budget -

Putney reported this is a balanced budget. Putney touched on some of the highlights listed below of the proposed budget.

- Increase in EH revenue to reflect last fiscal year's activity. This will allow us to increase staffing in another sanitarian and increase hours in our EH secretary in the Benzie office. New State requirements in the Type II program take effect on October 1st requiring more of Eric's and the secretary's time. We will also be implementing the new EH software on January 1, 2016.
- We carried over some State funding in the immunization program that will allow us to implement private insurance billing. We have increased revenue expected to be generated from this practice for next fiscal year.
- We begin our new contract for medical director with the Health Department of Northwest Michigan and have a full-year contract for the health officer position.

- The Northwest Michigan Health Services will be opening their medical clinic within the Health Department's offices. This will help with space costs and hope to bring more clients in to our family planning and immunization clinics.
- The budget does include a 2% wage increase with all other benefits remaining the same.
- We are looking at a potential regional collaboration with our emergency preparedness program.
- There are some potential funding opportunities being considered for the Health Department that will be finalized later this year.
- Takes into consideration a 3 percent increase in appropriations from Benzie and Leelanau County.

**Motion:** by Rentenbach, seconded by Sauer to accept the FY 2016 proposed budget.

**Voice vote: 5 ayes                      Motion carried**

E. Change in Personnel Policy -

Lautner requested Fountain explain the addition to the personnel policy below.

6.9- Employees classified as Sanitarians who complete inspections for Temporary Food Permits on the weekend or designated holiday, shall receive a stipend of \$50.00 per inspection in lieu of their hourly rate. Mileage to and from the inspection will be allowed as per Section 5.5.1 of the existing Personnel Policy.

Fountain reported the need for the stipend. The sanitarians work over and above their scheduled hours to complete these inspections which makes it difficult to use up any vacation hours due to the work load. Putney reported this should not affect the budget, feels it will be a wash. Discussion followed.

**Motion:** by Ryckman, seconded by Rentenbach to approve the addition of section 6.9 to the personnel policy.

**Voice vote: 5 ayes                      Motion carried**

F. Approval for Out of State Travel -

Putney reported on the request for out of state travel is for her to attend the Federal Court of Appeals hearing in Cincinnati for the existing court case. Putney reported our attorney Vogler felt it was a good idea for Putney to be present at the hearing. Discussion followed.

**Motion:** by Sauer, seconded by Ryckman to approve out of state travel for Putney to attend the appeals hearing in Cincinnati.

**Voice vote: 5 ayes                      Motion carried**

G. Environmental Health Fee Schedule-

Putney stated the new EH fee schedule will be presented at the November 19, 2015 meeting at the Benzie Community Resource Center.

3. Staff Reports:

A. Administrative- Dodie Putney

Putney stated the new phone system is up and running in the Leelanau office. Putney informed the board we are going live with our new financial software October 1, 2015 for accounts payable and payroll will go live January 1, 2016. Putney stated we also have a kickoff meeting for private insurance billing.

B. Environmental Health- Tom Fountain

Fountain reported the Black Legged Tick in our area, "The Deer Tick" is the vector for Lyme Disease and is becoming a greater threat to our region due to increased presence. The Bubonic Plague incident in the upper peninsula is an isolated case in which a woman was bitten by a flea in Colorado.

The beach monitoring season has finished and the district had five sample events that required level II advisories for elevated e-coli counts.

Crystal Mountain Resort is hosting Michigan's Premier Public Health Conference in October. Fountain, Peacock, Putney and Klein will be attending.

The Glen Arbor area continues to recover from the summer storm. Some well heads and septic systems may have been compromised due to falling trees.

The DEQ has asked Fountain to be on a Director's Committee for Act 368, Part 127 rule changes. This committee is replacing the Well Driller's Advisory Board.

The Benzie County Board of Commissioners received a letter from a real estate broker concerning the turn-around time for the EH point of sale inspections. Fountain explained due to the increase of permits and inspection requests, the point of sale inspections are taking longer to complete. The work load has been increasing steadily for several years and we are in need of additional staff. Fountain hopes the board action to approve an additional staff person in 2016 will help the concerns addressed in the letter.

C. Personal Health- Michelle Klein

Not Present.

Peacock praised Debbie Aldridge and Michelle Klein for their hard work with immunization waivers. Discussion followed.

D. Medical Director- Dr. Michael Collins, MD

Not Present

Public Comments:

No public present.

Board Comments:

Lautner requested board members "pass a hat" at the next meeting to help staff purchase lunch for the annual staff meeting in December.

**Motion:** by McCulloch, seconded by Ryckman to adjourn the meeting.

**Voice vote: 5 ayes      Motion carried**

Vice Chair Lautner adjourned meeting at 5:43 p.m.

  
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Melinda Lautner, Vice Chair

  
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Heidi Roper, Recording Secretary