

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
Thursday, January 23, 2020 4:00 p.m.  
Connie Binsfeld Resource Center,  
7401 E. Duck Lake Road  
Lake Leelanau, Mi 49653**

Chairperson Gary Sauer called the meeting to order at 4:00pm

**Present were:**

Dr. Barbara Conley - Leelanau County Member at Large  
Gary Sauer - Benzie County Board of Commissioners  
Linda Farrell – Benzie County Board of Commissioners  
Tony Ansorge - Leelanau County Board of Commissioners  
Carolyn Rentenbach – Leelanau County Board of Commissioners

**Staff Present:**

Lisa Peacock – Health Officer  
Dodie Putney – Director of Administrative Services  
Michelle Klein - Director of Personal Health  
Eric Johnston – Environmental Health Director

**Excused:**

Dr. George Ryckman - Benzie County Member at Large  
Dr. Joshua Myerson – Medical Director

**Absent:** None

Pledge of Allegiance

**Approval of Minutes:**

**Motion By:** Rentenbach to approve the Regular Board of Health Meeting of November 21, 2019 with revisions.

**Seconded By:** Conley

**Voice vote: 5 yeas 0 nay 1 excused Motion carried**

**Approval of Minutes:**

**Motion By:** Rentenbach to approve the Special Board of Health Meeting of December 12, 2019.

**Seconded By:** Conley

**Voice vote: 5 yeas 0 nay 1 excused Motion carried**

**Approval of the Agenda**

**Motion By:** Rentenbach to approve agenda as amended with the addition of reviewing the bylaws.

**Seconded By:** Conley

**Voice vote: 5 yeas 0 nay 1 excused Motion carried**

The reviewing of the bylaws was discussed by The Board of Health with the decision to review and submit any changes to Health Officer, Peacock by February 6<sup>th</sup>. Peacock will compile proposed bylaw changes for review by the Board of Health at the next meeting.

**Public Comment – None**

## Health Officer Update – Lisa Peacock

### 1. **Northern Michigan Public Health Emergency Preparedness Team (NMPHEP):**

The NMPHEP team consists of staff and leadership from three Health Departments: BLDHD, Health Department of Northwest Michigan, and Grand Traverse County Health Department. The team works together to assure consistent and effective preparedness for public health emergencies of all types including infectious disease, environmental contamination, and natural disasters. It was formed under an intergovernmental agreement between the three health departments with agreement from Michigan Department of Health and Human Services in 2015. The Health Officers and Emergency Preparedness Coordinators (EPC's) along with their Supervisors and Finance Directors work together regularly on training, exercise, plans, and budgets. Each health department still receives its own funding which is then distributed for both regional and local expenses. One EPC is appointed as the Director and serves as the single point of contact with MDHHS and all work products and deliverables are consolidated into single documents that meet the requirements for all three health departments. Each health department maintains an EPC who works locally with law enforcement, hospitals, emergency management and other community stakeholders to maintain local relationships.

Some of the highlights of the work accomplished are consolidated plans for communications, emergency operations, and distribution of medical countermeasures. Staff training improvements at each department include better tracking of required training for all employees, incorporation of training into new employee on-boarding, and more local options for in-person supervisory trainings. Regular table-top exercises are occurring both regionally and locally each year. In November of 2019, a full-scale exercise of the capabilities of the full NMPHEP team was held at the Emergency Operations Center at Grand Traverse County Health Department. Staff from all departments came together to participate in a live drill that simulated a public health response to an outbreak of smallpox. The joint incident command structure was tested as well as the distribution of medical countermeasures which in this scenario represented doses of smallpox vaccine. This also represented an opportunity to give back to the community as the EPC planning team coordinated with local food pantries to conduct an employee food drive and in the process of simulating the packaging and distribution of vaccine, over 200 boxes containing ingredients for Thanksgiving meals were packaged up and distributed to families across the region. The outcome of this work is that we have a strong level public health preparedness that has been tested in both simulated and real scenarios and is to respond effectively. A short video will be shared at the 1/23/2020 board meeting.

### 2. **Community Connections Evaluation – Client Satisfaction Assessment:**

This program is being rigorously evaluated on several levels including systems change, health outcomes, and client satisfaction. We recently received the results of a client satisfaction assessment conducted by the University of Michigan as part of our NMCHIR project. Clients served through this program shared important feedback anonymously with the evaluators through phone interviews. Some of the highlights include high marks for our Community Connections workers in many areas such as: individualized communication, persistent and dedicated workers, a comprehensive approach which is friendly and accepting. Early results indicate that nearly 90% of clients report that they know more about community resources, how to get them, and are more able to support their own health after having worked with Community Connections. All opportunities for evaluation provide opportunities to learn how we can improve, and this evaluation revealed that it is difficult to connect clients to certain resources such as transportation and cleaning services. It also revealed challenges in having enough available staff to meet demands. This is a great opportunity for direction as we move toward HUB certification and the related model changes.

### 3. **Discussion and planning for implementation of expansion of Leelanau early childhood services:**

The BLDHD draft proposal for an interim agreement between BLDHD and Leelanau County was presented to the Leelanau County Board of Commissioners on Tuesday, January 14. This draft

conceptual proposal was approved for this presentation by the Board of Health in December 2019. The Leelanau County Board of Commissioners approved the draft proposal at their meeting on 1/21/2020 and authorized the development of a draft interim agreement by the County Attorney which would subsequently be presented to the Board of Commissioners for approval.

A special meeting has been scheduled for the Benzie-Leelanau District Health Department to take place at the Connie Binsfield Resource Center on Wednesday February 26<sup>th</sup> at 2:00pm, to review/approve the Leelanau early childhood interim agreement, should it be approved by the Leelanau County Board of Commissioners at their February 18<sup>th</sup> meeting.

#### **Accounts Payable**

**Motion By:** Sauer to approve Accounts Payable and pay them.

**Seconded By:** Farrell

**Voice vote: 5 yeas 0 nay 1 excused Motion carried**

#### **December 2019 Financial Statements**

Putney stated the financials will become more balanced as we near the next quarter and into the summer months. Environmental health permit revenue tends to be slower during the winter months. Putney did mention that our current cash flow is currently better than she remembers from recent years.

**Motion By:** Rentenbach to accept the Financial Statement as presented.

**Seconded By:** Conley

**Voice vote: 5 yeas 0 nay 1 excused Motion carried**

#### **2020 Board of Health Meeting Dates**

**Motion By:** Conley to approve amended dates and times for future Board of Health meetings.

**Seconded By:** Farrell

**Voice vote: 5 yeas 0 nay 1 excused Motion carried**

#### **Out of State Travel Request**

**Motion By:** Sauer to approve Out of State Travel Request for Emergency Preparedness

Coordinator to attend the 2020 Preparedness Summit in Dallas, TX from March 31<sup>st</sup>- April 3<sup>rd</sup>.

**Seconded By:** Conley

**Voice vote: 5 yeas 0 nay 1 excused Motion carried**

#### **Staff Reports**

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

Dr. Meyerson was excused from the meeting. Meyerson provided The Board of Health with copies of his winter 2020 Physicians Update to review.

The winter update touched on several topics including Radon Action Month, Healthy Futures, 2019 Community Health Needs Assessment, Reproductive Health Services, Adult Immunization Update as well as Combined Communicable Disease 5-Year Report.

##### **Personal Health - Michelle Klein**

1. Personal Health Programs and Services: See below – (**Personal Health Programs**) for a summary of the primary services currently available to the community.
2. Program Numbers: As compared to FY 2017-2018
  - Maternal-Infant Health Program: Met our goal of conducting 95% of possible billable visits, increase of 4% from the previous year.
  - Certified Lactation Consultant (IBCLC) visits: 149% increase in IBCLC visits to support breastfeeding women in our community through the Healthy Futures or MIHP program.

We have also continued to work toward increasing insurance billing revenue for this service.

- Oral health screenings and fluoride applications: 66% increase in the number of fluoride applications/oral screenings.
- Immunizations: 21% increase in the number of immunization appointments and 49% increase in the number of vaccines administered.
- Community Connections: The number of individuals provided services increased 18% and the number of encounters to assist these individuals increased by 37%.
- Hearing and Vision Screenings: 4% increase in the number of children screened.

### 3. Miscellaneous

- Patagonia electronic health record: Patagonia went live in November. We are still in the process of learning how to best use the system and generate the needed reports, but overall implementation has gone well, and staff seem to like the EHR.
- Reproductive Health/NMHSI partnership: The health department is contracting with Northwest Michigan Health Services for Nurse Practitioner services for our reproductive health program. We currently have two NPs working in our clinics and this partnership is working well.
- Syringe Services Program: Starting this past October, BLDHD received funding to start a Syringe Service program. These programs are much more than just a needle exchange, they also provide repeated opportunities for substance users to talk to a nurse about risk reduction, be screened for HIV and Hepatitis, receive vaccinations, and be connected to medical care and substance use treatment. Data has shown that individuals that participate in syringe services programs are more likely to enter treatment. One of our nurses, Jamie Leyland, is leading the development of our SSP and is in the process of observing other programs and gathering policies and procedures. We plan to implement this service in Benzie County by summer.
- Grants/New Opportunities: Grants that have recently been submitted, or are in the process of being written include:
  - BCBSM Community Matching Grant to provide Community Connections services to people who are currently underutilizing this program – e.g. seniors
  - Michigan Public Health Institute PHAB readiness grant to develop a branding strategy and improve our public communication and outreach to meet the requirements for national public health accreditation.
  - In partnership with Health Department of Northwest Michigan and Grand Traverse County Health Department, funding from Delta Dental to implement SDOH screening and Community Connections work for patients seen at Dental Clinics North.
  - McLaren Health Plan is requesting assistance in connecting with all their Healthy Michigan Plan beneficiaries to provide education and assistance in the work requirement reporting.
  - MDHHS funding for physical/behavioral health in schools: We will be submitting RFPs to provide a school nurse and or mental health worker that is housed full time at a school. Funding for these projects are on-going once they are received.
- Emergency Preparedness: Funding was received from MDHHS to send Chloe Willets (our Emergency Coordinator) to the National Preparedness Summit in Dallas, Texas March 31-April 3.

## **Personal Health Programs**

### WIC

WIC is a federal supplemental food and nutrition and education program for pregnant and postpartum women and children up to age 5. Income guidelines are up to 185% of the federal

poverty level. If the family has Medicaid, they are automatically income eligible. WIC food benefits include milk, cheese, yogurt, eggs, soy beverages, juices, hot and cold cereals, peanut butter, fresh fruits and vegetables, brown rice, whole wheat/whole grain breads, buns, pasta, soft corn and whole wheat tortillas, canned or dry beans, peas, and lentils. Breastfeeding women also receive canned fish.

The WIC program strongly encourages and provides support for breastfeeding. For babies who are not fully breastfed, iron fortified infant formula is available for the first year of life. At six months infants may also receive infant cereal and infant fruits and vegetables. Infants who fully breastfeed may also receive infant meats. Special formulas are also available for infants with specific medical diagnoses.

Enrolled families may meet with an RN, RD and have access to a certified lactation counselor and peer breastfeeding support.

### **MATERNAL-INFANT HEALTH PROGRAM (MIHP)**

MIHP is a primarily home visiting program for pregnant women and infants up to 1 year of age. It is a benefit to women and infants who are enrolled in Medicaid. A team including RN, RD and MSW meet with families to provide education anticipatory guidance and support related to the pregnancy, growth and development assessment for infants. Assistance is provided to access resources and local referrals facilitated.

### **HEALTHY FUTURES**

HF is a FREE program available for ALL pregnant women and children up to age 2. It is provided in collaboration with Munson Medical Center. Support includes education in the form of newsletters and contact with a nurse, including a post-partum home visit, to assist with breastfeeding, growth and development review, education, access to health care and other resources.

### **BREASTFEEDING SUPPORT**

Benzie-Leelanau District Health Department employs 3 Certified Lactation Consultants (CLC). The CLC provides consultation and support to breastfeeding mothers through phone, office, and home visits. In addition, a WIC Breastfeeding Peer counselor is available in both offices to provide education and support to WIC clients.

### **IMMUNIZATIONS**

All routine childhood and adult immunizations are available at the health department. When available, insurance is billed. For individuals who are under-insured, most vaccines are available for a small administration fee. Health Department staff also offer off-site vaccine clinics, such as flu vaccine clinics, as requested.

### **CHILDRENS SPECIAL HEALTH CARE SERVICES**

CSHCS is a case program for children and some adults with chronic physical health problems. It is not income based. There is a fee to join CSHCS, this fee is waived if the client had Medicaid or MiChild. To be eligible the individual must be seeing a medical specialist on a routine basis for an approved condition. The goal is to assist individuals with special health care needs access the broadest possible range of appropriate medical care, health education and supports. When enrolled, approved medical bills related to the diagnosis are covered, as well as care coordination services provided by an RN.

### **FLUORIDE VARNISH**

We are now applying fluoride varnish for eligible children age 6 month to 3yo as a part of our WIC, immunization and home visiting programs. The goal is to educate and prevent against early childhood caries. It can be applied 4 times a year and includes referral to a dental home. It is a Medicaid/delta dental benefit.

### **REPRODUCTIVE HEALTH**

Services are available for all regardless of income or insurance status. Payment is through billable insurance or a sliding fee scale. Services are provided regardless of ability to pay. Pelvic exams, pap smears, STD testing and treatment, birth control (including IUDs and Nexplanon), and preconception health care available.

### **RAPID HIV TESTING:**

Free testing is done in the office with a finger poke. Results are available in 20 minutes.

### **BREAST AND CERVICAL CANCER CONTROL AND NAVIGATION PROGRAM**

BCCCNP enrollment is for qualifying individuals between the ages of 40-64. The guidelines include being uninsured or high deductibles and earning less than 250% of FPL (a family of 2 could earn up to \$39,825). Mammograms and pap smears are provided through the Breast and Cervical Cancer Screening Program. Assistance is also available for follow-up care for women with abnormal pap or mammogram results, even if they had an exam or test at another agency, but needs diagnostic testing not covered by insurance. We can enroll her in BCCCNP to ensure she gets what she needs. If diagnosed with breast or cervical cancer, we can assist her with getting special Medicaid plan which is full coverage insurance for the entire length of her treatment.

### **WISE CHOICES**

Wise Choices is a screening and coaching program to reduce cardiovascular disease risk. Men and women over the age of 18 and earning less than 400% of poverty are eligible. A nurse provides a risk assessment, including blood pressure, BMI, blood sugar/A1C, cholesterol and lifestyle factors. The nurse then works with the participant to set goals for health improvement and offers coaching via phone or in person to work toward those goals. Coaching may include individualized assistance in identifying and addressing barriers to health, assistance with smoking cessation, referral to weight loss or diabetes prevention programs, and/ or referral to a primary care provider. Wise Choices is offered to health department clients and to employees at Worksite Wellness partner sites.

### **COMMUNITY CONNECTIONS:**

Serving people in Benzie, Leelanau and Grand Traverse Counties, Community Connections provides individualized assistance to address barriers to health, including housing, transportation, food, utility assistance, and access to mental/dental/physical health care. Residents are referred through health care providers, the Emergency Department or self-referral. A team of a nurse, social worker and community health worker work together to meet the client's needs. Community Connections is a component of the Community Health Innovation Region (CHIR).

### **TOBACCO CESSATION SUPPORT**

Through grant funding, tobacco cessation support is incorporated into WIC, Reproductive Health, and MIHP. Tobacco use is assessed for every client and cessation support offered during every visit for smoking clients. The evidenced based SCRIPT program is available for pregnant, smoking women. Nicotine Replacement Therapy can be provided at no charge for non-pregnant clients.

### **HEARING AND VISION**

Hearing and vision screenings are provided free of charge to children preschool through 9<sup>th</sup> grade. Specially trained technicians screen children at the schools, refer those who fail screening to the appropriate providers, and follow-up to ensure the child has received the proper care.

### **COMMUNICABLE DISEASE**

Communicable diseases are reported to the health department directly from the lab through the Michigan Disease Surveillance System. A nurse then works with the health care provider and the individual to ensure that appropriate treatment is received and that any contacts take measures

necessary to prevent further transmission of disease. Early identification of emerging disease outbreaks and coordination with local, regional and state partners to mitigate the outbreaks are a key function of the Communicable Disease team.

### **EMERGENCY PREPAREDNESS**

The Benzie-Leelanau District Health Department Emergency Preparedness Program ensures that 1) plans are in place to identify and respond to a variety of public health emergencies; 2) health department staff are trained to respond to emergencies; 3) that BLDHD plans are coordinated with local, regional, state and federal partners. The Emergency Preparedness Coordinator (EPC) works closely with the county Emergency Managers and through the Northern Michigan Public Health Emergency Preparedness (NMPHEP) team. NMPHEP is a formal arrangement between BLDHD, Grand Traverse County Health Department and Health Department of Northwest Michigan with a goal of improving coordination and maximizing resources.

### **WORKSITE WELLNESS**

The grant funded Worksite Wellness program provides resources and financial incentives to local employers to improve the health and wellness of their employees. A worksite assessment and the Wise Choices cardiovascular screenings are part of the program. Worksites then develop a plan to address identified needs and are provided with funding to purchase equipment/supplies or offer educational opportunities that improve employee health and wellness.

### **MOM POWER**

Mom Power is an intensive mental health intervention that reduces child abuse and neglect by providing mothers of young children with support in addressing trauma, substance abuse, depression, and other psychological conditions that impact attachment parenting. This 10-week program is currently grant funded but includes planning for long term sustainability.

### **PARENTING COMMUNITIES (PC)**

Through a partnership with the Leelanau Early Childhood Development Commission (LECDC), a BLDHD Infant Mental Health endorsed social worker offers home visits to high risk families in Leelanau County. Services support the emotional and social well-being of parents and families, with a goal of improving health, education, and well-being outcomes for the children. PC is a universal program – there are no income or insurance eligibility requirements.

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

### **1. Record Scanning Project**

The scanning company (DSS/Equature) has estimated that they will have the Leelanau County records digitized by the middle of February 2020. They originally thought it would be no later than mid-January, but some carbon copies and odd sized documents have slowed up the process. In the meantime, when a file is needed, an email request is made, they pull the file, and email the scanned file to us. Usually, within a few hours of the request. When the project is completed, it is estimated that approximately 14,740 files (208,537 pages/images) will be scanned. Until adequate funding is made available, our staff will digitize as many Benzie County files as possible when time allows.

A member of General Code (who installs and provides support for our Laserfiche document management program) provided on-site training for four of our staff. I was quite pleased by how easy it was to use the system and how enthusiastic the staff was to learn how it worked. As part of that training, we were shown how to design the public portal. It is my intention to have the portal designed and available to the public by mid-March 2020.

#### **Benefits of the cloud based Laserfiche document manage system:**

- Provides public access portal

- Strong support for this among the local septic tank pumper & real estate businesses
- Stores scanned records and other documents in the “Cloud”
- Provides natural disaster protection
- Files can be accessed by the staff at any location with internet access
  - Allows better support of our field staff
  - Allows the public to be served by staff from either office
- Frees up the vast amount of our server storage space that would have been necessary to store the scanned files.
- There is a potential to glean useful information from historical permits (age of system, system design, etc.). If General Code must develop a process to glean information, a fee will apply.
  - Most likely limited to typed information (Optical Character Recognition (OCR))

**2. Radon Awareness Month**

Governor Whitmer has proclaimed January 2020 as Radon Action Month in Michigan. To support that proclamation, our department is providing a free radon test kit during the month of January to anyone who stops into either of our office locations and requests one. We have done this in the past but this year we are partnering with other northern Michigan health departments, to ask that a non-perishable item be donated in exchange for a free kit. The items collected will be donated to a local food pantry in the county where it was collected. It has been a huge hit with the public in both counties. Since the beginning of January, we have given away 88 radon kits and collected stacks of non-perishable items.

**3. Food Program Supervisor – Nick Dow**

Nick Dow, our Food Program Supervisor deserves special recognition for reviewing and updating our food program policy, taking the lead on forming a Northern Michigan Food Program Supervisors Group, issuing food safety press releases (ex. How to properly cook a turkey) on a quarterly basis, and implementing our Safe Food, Safe Communities grant at local food pantries and other charitable organizations.

**4. Staffing Workload Study**

At the September BOH meeting, I indicated that I would be conducting a Sanitarian workload study in order to determine if additional staffing was needed. I compared the # of tasks performed over the last four (4) years for each sanitarian (See graph). It must be noted that there were staffing changes in 2018, with the retirement of Tom Fountain and Bill Crawford and there was area assignment change in Benzie county.

Two (2) noticeable spikes should be noted on the graph, the first is for Marc Grossnickle in FY 2018. Due to the implementation of HealthSpace in May of 2018 and the impending retirement of Mr. Fountain, Marc was covering multiple service areas. To alleviate his excessive workload, service areas were modified for FY 2019, which appeared to have had the intended effect in FY 2019.

The second noticeable spike was in 2019 for Clay McNitt. The increase may be due to training a new employee and the additional work performed during training. It can also be attributed to an increase in existing system evaluations related to the Cleveland Township well and septic system inspection ordinance passed in December of 2018.

Due to the passing of a well and septic system inspection ordinance in Empire Township in the Fall of 2019, it is expected that the number of well and septic system evaluations for our Leelanau staff will increase in 2020. In my estimation, the amount of work being perform and the high quality of the work being done by our Sanitarians each year should be applauded. However, in my opinion, the quality of the work and the effectiveness of the staff will diminish, and burnout will occur with any increase over the current workload demands. It is my goal to study staff assignment areas in Leelanau County and watch the workload trend in 2020 to see if an area adjustment is necessary or there is a need to employ a summer Sanitarian.



**Administrative** – Dodie Putney - None

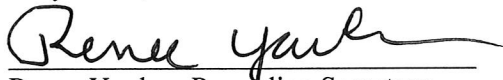
**Public Comment-** None

**Board Comments-** None

**Adjourn:** The meeting adjourned at 6:31 pm

A handwritten signature in cursive script, appearing to read "Gary Sauer", written over a horizontal line.

Gary Sauer, Chair

A handwritten signature in cursive script, appearing to read "Renee Youker", written over a horizontal line.

Renee Youker, Recording Secretary