

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
SPECIAL BOARD OF HEALTH MEETING  
Wednesday, May 27, 2020 2:00 p.m.  
Via Microsoft Teams**

Chairperson Gary Sauer called the meeting to order at 2:08 pm.

**Members Present:**

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

**Members Excused:**

**Staff Present:**

Lisa Peacock – Health Officer  
Dr. Joshua Meyerson – Medical Director  
Dodie Putney – Director of Administrative Services  
Eric Johnston – Director of Environmental Health  
Michelle Klein - Director of Personal Health

**Guests Present:**

Laura de la Rambelje, Program Administrator, Office of Local Health Services, Michigan  
Department of Health and Human Services (MDHHS)

Pledge of Allegiance

**Approval of Minutes:**

**Motion By:** Conley to approve the Regular Board of Health Meeting of April 22, 2020 as presented.

**Seconded By:** Sauer

**Roll Call Vote:** Sauer-Yea, Rentenbach-Yea, Conley-Yea, Ansorge-Yea,  
Kuiper-Yea Excused: Farrell **Motion Carried**

**Approval of the Agenda:**

**Motion By:** Rentenbach to approve agenda as presented

**Seconded By:** Ansorge

**Roll Call Vote:** Sauer-Yea, Rentenbach-Yea, Conley-Yea, Ansorge-Yea,  
Kuiper-Yea. Excused: Farrell **Motion carried**

**Public Comment** – None

**Accreditation Certificate Presentation:** Laura de la Rambelje from the MDHHS Office of Local Health Services, presented the Board of Health with the Accreditation Certificate from September 2019. The Benzie-Leelanau District Health Department engages a significant amount of quality improvement effort across its entire organization, as well as contributes to quality improvement involvement through the State’s accreditation quality improvement initiative. The Health Department passed all accreditation essential indicators at a 98% rate which is amazing. All the

important indicators were passed at 100%. Only three indicators were missed, and the Health Department has already worked to correct those indicators. Since the Health Department was a first-time participant in the quality improvement supplement, this accreditation certificate is coming with commendation. The Health Department is a tremendous State partner and the efforts that the staff put in everyday benefits the entire State. Once COVID-19 is over, Laura looks forward to driving up to the Board of Health meeting and hand deliver the certificate in person. The Benzie-Leelanau District Health Department is doing many great things.

#### **Health Officer Update – Lisa Peacock**

Lisa Peacock referred to her public health statement that was included in the Board packet. A few things that have happened since then:

1. Community Staff Recognition:
  - a. Michelle Klein was designated by the League of Women Voters of Leelanau County as their outstanding community member for this year. This was in recognition of Michelle's hard work over the many years for Leelanau County.
  - b. Amanda Stowe, one of our social workers, received the Infant Mental Health Award of Excellence from the Northwest Michigan Alliance for Infant Mental Health. This recognized Amanda's abilities, dedication, and compassion to young families and the infant mental health population.
2. COVID-19 Response within the Agency. A reopening taskforce has been created within the Agency to develop our own Reopening Response Plan to ensure that we keep our employees and the public safe. As the COVID-19 situation evolves, we are constantly looking at staffing levels to make sure we are using appropriate staffing program levels. As the governing rules become less restrictive, there is a rising need for our own personal responsibility for keeping the community safe. It is important that people still practice social distancing, masking, and washing of hands. The public needs to be aware of how they are feeling, where they go, and who they interact with. Employees need to be really honest with their agency health screening and staying home when they do not feel well. There are lots of businesses starting to reopen and businesses are trying to do the right thing. It is important to recognize those businesses that are doing things right. The State would like to see this region increase testing numbers. Northwest Michigan Health Services, Inc (NMHSI) is accepting people who do not have a doctor, or they are asymptomatic. If there is someone who wants to be tested, there is not a reason why they cannot be tested.

#### **Accounts Payable**

**Motion By:** Rentenbach to approve accounts payable and pay the bills in the amount of \$110,062.50.

**Seconded By:** Ansonge

**Roll Call Vote:** Conley-Yea, Rentenbach-Yea, Kuiper-Yea, Sauer-Yea, Ansonge-Yea, Farrell-Yea. **Motion Carried**

#### **April 2020 Financial Statements**

Putney stated that a large part of the deficit is due to accrued revenue not being recorded. This is where the expenses are recognized but the revenue is invoiced and comes in at a later time. There will be a significant impact on the budget as a result of the COVID-19 response. The estimated State funding for COVID-19 response is at \$225,000 which we have not received any revenue at this time.

**Motion By:** Rentenbach to accept the financial statements as presented.

**Seconded By:** Conley

**Roll Call Vote:** Farrell-Yea, Ansonge-Yea, Conley-Yea, Sauer-Yea, Rentenbach-Yea, Kuiper-Yea  
**Motion Carried.**

**Revised Freedom of Information Policy**

**Motion By:** Farrell to approve the revised Freedom of Information Policy Resolution 2020-1 with a revised Section 3g as rewritten by the attorney, Bryan Graham.

**Seconded By:** Rentenbach

**Roll Call Vote:** Farrell-Yea, Ansorge-Yea, Conley-Yea, Sauer-Yea, Rentenbach-Yea, Kuiper-Yea  
**Motion Carried.**

**Health Officer & Medical Director Contract**

The contract with the Health Department of Northwest Michigan for health officer and medical director services is set to expire on June 15, 2020. The original contract was for five years and consisted of exhibits from the original 2015 contract that are now outdated. It was agreed to have the contract revised and brought back for Board approval at a special meeting on Wednesday, June 10<sup>th</sup> at 9:00 am to be held via Microsoft Teams.

**Budget 2020/2021 County Appropriation Request**

**Motion By:** Sauer to approach each county and request a 3% increase in appropriations in addition of requesting Benzie County for additional funding for the digitization of environmental health records.

**Seconded By:** Rentenbach

**Roll Call Vote:** Farrell-Yea, Ansorge-Yea, Conley-Yea, Sauer-Yea, Rentenbach-Yea, Kuiper-Yea  
**Motion Carried.**

**Staff Reports:****Medical Director** – Dr. Joshua Meyerson

Dr. Meyerson echoed Lisa's comments as it has been mostly all COVID-19 response. Excited about getting to the point where we are learning to live with COVID-19 in a safe way. All of our services are essential, and it is great seeing our staff making sure that clients are getting the services they need. There has been some talk about a potential COVID-19 vaccine by the end of the year which would be great, but should not be counted on.

**Personal Health** – Michelle Klein

Personal Health Services, WIC and MIHP, are being done virtually through the end of June. We are doing an occasional in person visit with vulnerable newborns or when there are breastfeeding problems that cannot be resolved with a video visit. In June we are looking to increase in-person services like immunizations and family planning. We have lengthened appointment times and have plans in place for clients waiting in their cars until we are ready to take them back to the clinic area, so they are not spending time in the waiting room. On June 12<sup>th</sup> we will be having a drive-through shingles clinic in the parking lot of our Lake Leelanau facility. The Early Childhood millage work involves our Parenting Communities staff continuing to reach out to families virtually and through their Facebook group. They are looking at options for in-person get togethers starting in June. For example, in the past we have held summer walking groups for Moms and their young children and are looking at resuming these as they are a great way for families to connect in person in a safe manner. We are in the process of scheduling interviews for the County Early Childhood coordinator. This position is focused on convening a multidisciplinary workgroup to identify needs and gaps in early childhood services. This position would also help develop a five-year strategic plan and facilitating collaboration between agencies that provide early childhood services. The end goal would be developing a seamless and efficient early childhood network in Leelanau County. COVID Update: No new cases in either counties. Currently all positive cases are out of isolation and only a couple contacts are still being monitored. As testing has expanded, we are no longer tracking and contacting everyone who is tested and are just following up with any positive results. This has reduced our workload, allowing staff to begin resuming their regular work. A retired public health nurse, who has worked with us over the last few weeks, is now able to assist if we should see a surge of cases.

## Environmental Health – Eric Johnston

### 1. EH Program Status – COVID 19

#### May 7<sup>th</sup> – Present

- EH Service Desk Open
  - Social distancing restrictions in place for safety of staff
  - Field staff still working from home as much as possible
- Land Use Service Resumed
  - On-Site Sewage Permitting Services
    - Residential Construction Permits
    - Non-Residential Construction Permits
    - Septic Tank Only Permits
    - Septic System Installation Final Inspections
  - Water Supply Permitting Services
    - Residential and Irrigation Well Permits
    - Type II and III Commercial Well Permits
    - Water Well Installation Final Inspections
  - Existing System Evaluations
    - Residential/Commercial Existing System Evaluations
    - MDARD Review (Water and Wastewater)
  - Site Evaluations
    - Vacant Land (aka Perk Test) Evaluations
- Suspended Inspections and Activities
  - Public Swimming Pools\*
  - Campgrounds\*
  - Body Art\*
  - NT Type II surveys
  - Nuisance Complaints (unless deemed a matter of protecting or sustaining life)
  - In-Office Meetings (Internet Meeting Sites Utilized Instead)  
(\*activities not permitted under current executive order)

#### May 26 to Present

- Routine food establishment inspections resumed

### 2. Food Licensing Fees (Update from April Meeting)

Executive Order 2020-71 (6) extends the 2019-2020 Food Facility license and registration expiration date until 60 days after the end of the declared states of emergency and disaster. It also states that late fees shall not be assessed for the 2020-21 licensing year. As of today, approximately 20% of our licensed food facilities have not paid for their 2020-2021 license.

### **3. COVID-19 Toolkits**

To answer as many questions as possible and to help owners prepare for the eventual reopening of their facilities, our department (along with our Public Information Officer) developed a Campground Toolkit and a Restaurant Toolkit. These toolkits answer frequently asked questions and provide links to helpful resources for developing a COVID-19 Preparedness and Response Plan for their business. In addition to those toolkits, we also provided the BLDHD Business Toolkit, which provides health screening forms, educational documents regarding social distancing practices and personal protection equipment, and much more. These toolkits can be found on our [www.blhd.org](http://www.blhd.org) website.

### **4. NMHSI Testing Site (Update)**

Due to the May 7<sup>th</sup> reopening of construction and real estate activities, our land use staff was no longer able to assist at the NMHSI testing site after Friday, May 1<sup>st</sup>. Prior to that day, we made arrangements with the Benzie County Emergency Response Team (CERT) to take our places beginning on Monday, May 4<sup>th</sup>.

### **5. Legionella Case Investigation**

On April 28, 2020, we were notified of a resident at a Benzie County long term care facility who had tested positive for Legionella. Since being notified, our department has worked in partnership with our Public Health staff, Michigan Department of Health and Human Services (MDHHS), the City of Frankfort, and the long-term care facility's administration. During this case investigation, our department has provided the facility with guidance on how to proceed with the water system investigation, which included putting temporary water system precautionary measures in place and a comprehensive legionella water system investigation sampling plan. We also provided guidance documents so that they could develop a legionella water system management plan to help prevent future legionella cases.

### **6. EH Service Activities**

Due to the COVID-19 pandemic and associated "Stay Home, Stay Safe" executive order by Michigan's Governor, our department is behind last year's number of permits, vacant land evaluations, and existing system evaluations by 81 applications. I anticipate that the number of applications will increase as the State reopens, however, it is most likely that the number of services provided during FY 2020 will be lower than FY 2019.

### **7. EH Program Efficiency Improvement Efforts**

- Leelanau County Office Property File Scanning – all records have been scanned and imported into our digital document management program (Laserfiche). Staff is in the process of reviewing the data for the purposes of removing or redacting information that may be considered an invasion of an individual's privacy.
- Benzie County Office Property Files – staff has been scanning all new documentation, and any older records that are requested by the public, into Laserfiche. It is our intention to request enough funding from the Benzie County Board of Commissioners to have all our Benzie County property records scanned soon.
- Public Portal for Digital Records – the portal is set up and being used by staff for looking up records in the field and while they are working from home. It is our plan to make the site available to the public as soon as the records are "cleaned up" of personal privacy information, as mentioned above.
- Automated Water Sample Result Entry - We are currently working with Laserfiche to automate water sample result entry into WATERTRACK (EGLE's Non-Community Water Supply Program's database system). When fully functional, it is anticipated that it will save approximately a \$1000 and 42 hours of hand entering approximately 1,500 water results per year.
- HealthSpace Upgrade – The process of upgrading our EH services software program to a cloud-based program has begun. This upgrade is expected to be more user friendly for staff, be

more customizable for our department's needs, provide more flexible administrative reporting features, has a public interface for on-line completion & submittal of applications, and allow for on-line credit card payments. It is anticipated that the upgrade process will take three months to complete.

**Administrative – Dodie Putney**

Putney reported that her focus has been on the computer network. With many employees working from home, we needed to make sure our network was secured, and employees had what they needed. Putney went on to report on a security assessment that was done on our network where overall we are in good shape. The Health Department is increasing our Internet capability by switching from coax cable to fiber optic at both offices with a very little change in cost.

**Public Comment - None**

**Board Comments –** Farrell thanked everyone for all their hard work, we are stellar in the State and appreciate all the guidance that is received during this pandemic. Rentenbach congratulated the staff for all their hard work; well done. It is a pleasure to serve on the Board. Eric Johnston mentioned how fantastic Lisa Peacock and Dr. Meyerson have been during this time, great leadership for the staff and public.

**Adjourn:** The meeting adjourned at 4:08 pm

  
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Gary Sauer, Chair

  
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Dodie Putney, Recording Secretary