

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, July 27, 2022 2:00 p.m.
Leelanau County Government Center-Upper Level Community Meeting Room
8527 E Government Center
Suttons Bay, MI 49682**

Chairperson Dr. Barbara Conley called the meeting to order at 2:00 pm.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Ty Wessell – Leelanau County Board of Commissioners
Patricia Soutas-Little – Leelanau County Board of Commissioners
Dr. Barbara Conley – Leelanau County Member at Large
Rhonda Nye – Benzie County Board of Commissioners
Dr. Mark Kuiper – Benzie County Member at Large

Members Absent: None

Members Excused: None

Staff Present:

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

Staff Excused:

Dr. Joshua Meyerson – Medical Director
Dan Thorell – Interim Health Officer

Guests Present:

Rachel Pomeroy – Benzie-Leelanau District Health Department

Pledge of Allegiance

Approval of Minutes:

Motion By: Sauer to approve the June 22, 2022 BOH Meeting Minutes.

Seconded By: Wessell

Roll Call Vote: Sauer-yea, Conley- yea, Wessell– yea; Soutas-Little- yea; Nye – yea; Kuiper - yea
6 yeas 0 nay 0 excused Motion carried

Approval of the Agenda:

Motion By: Soutas-Little to approve the agenda as presented.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little -yea; Nye – yea; Kuiper - yea
6 yeas 0 nay 0 excused Motion carried

Public Comment – None

MI-Thrive Presentation – Rachel Pomeroy

MI Thrive is a 31-county community health assessment initiative. A comprehensive community health Assessment is required every three years, and collaboration with partners across Northern Michigan has created a more robust assessment, while also increasing efficiency. Health departments, hospital systems, private health care providers, mental health providers, human services agencies, and community members all participate in gathering data and developing/implementing improvement plans. The four major issues that were identified in our area during the last survey was housing, behavior health, chronic illness and access to health care. MI-Thrive addresses problems through mobilization of agencies/funding/resources that are already working on the issues and setting small achievable goals. It was asked how does the MI Thrive program address items such as housing. Improvement plans are still in development but will have a goal of maximizing available resources (including advocacy, grants, etc.).

Health Officer Update – Dan Thorell

A written report was distributed prior to the meeting for review. Please refer to it for details.

Betsie Valley Van Contract

Discussion: The contract was distributed for review at the beginning of the meeting. The contract for leasing the Betsie Valley Van on a per need basis had been reviewed by BLDHD’s attorney to ensure that liability issues are covered. The van would be used to provide mobile WIC and vaccination clinics. Currently staff is using a folding table outside at designated sites. The van would provide privacy and protection from the elements as staff met with clients. It was asked if there was an estimate on how often BLDHD would use the van to provide services. Several opportunities have been identified for this summer, and we would evaluate whether this is a beneficial resource. There is no commitment to use the van for a specified number of uses or time period. We would be charged on a use basis.

Motion By: Soutas-Little to approve Dan Thorell to sign on behalf of BLDHD, the contract to lease the Betsie Valley Van on a need basis.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little- yea, Nye – yea; Kuiper- yea
6 yeas 0 nay 0 excused Motion carried

Strategic Planning Assignments

The designated “Teams” will meet and discuss items that relate to their subject and then the Team will bring their recommendations back to the BOH. It was brought up that as individuals were being assigned to Teams to consider that the BOH has the potential of having four new members in January 2023. It was decided that the Teams should begin working on tasks so they can start the groundwork for the desired results. It was also brought up that another strategic planning session should be scheduled after January to ensure that the designated goals are still the goals of the BOH. At that point there may be some new perspectives to be incorporated into the goals. Below is the decision of who shall be on what Team:

- Stewardship Action Team – Conley and Sauer
- Community Visibility Action Team – Kuiper, Klein and Pomeroy
- Succession Planning – Administration
- BOH Connection Action Team – Conley, Thorell, Soutas-Little and Wessell in January 2023
- Financial Stability Action Team – Putney, Klein, Nye, and Wessell
- HO Transition Action Plan – BOH will discuss this monthly
- Internship Action Team – Klein and Johnston

As the Teams were being assembled it was discussed that the Stewardship Action Team will wait until after the November elections to meet to discuss what their next actions may be. The Succession Planning Team is already under way by creating and approving a Deputy Health

Officer position. The BOH Connection Action Team will be working on a training program for new BLDHD BOH members.

Interaction with Health Department of Northwest Board of Health

Conley and Sauer met with the Chair and Vice Chair of the HDNW BOH. The HDNW BOH members understood why the BLDHD BOH members had felt left out of the decision process regarding the Health Officer position. HDNW BOH will not be changing their position on how they are handling the hiring of a new Health Officer. They did share the job description that had been approved at the HDNW BOH meeting earlier in July. BLDHD BOH will not be invited to any interviews that will be held for this position. The position has not been posted yet. The HDNW BOH plan on discussing the posting of this position at their August meeting. Conley and Sauer asked the HDNW BOH members if BLDHD BOH could be a part of the employee review process for the Health Officer position as BLDHD is paying a portion of this position's salary. The HDNW BOH members did not answer this as they were not sure if they had the authority to. It was decided that the current contract for Health Officer between HDNW and BLDHD needed to be further reviewed to see what may be needed to be added to it. Putney is going to resend the contract to all board members. If there are any items that anyone would like added or deleted from this contract it will be brought up in the next BOH meeting. An item that is consistent of what everyone would like from the HDNW BOH is more open communication. The contract for the Health Officer and Medical Director position needs to be written so it is a long term plan, these positions are long term where the BOH can be constantly changing.

BLDHD BOH By-Laws and Rules of Order Review

Soutas-Little stated that there had been no discussions in regard to the By-Laws and Rules in the previous month. She would like to set up a time for these after the meeting. It was mentioned that there should not be more than three committees as there are only six board members. The Committee to review all BLDHD programs was discussed in the Personnel and Finance Committee earlier in the day. If a Program Committee is included in the Bylaws, this committee could be tasked with reviewing any significant changes, such as adding a new program or services, or eliminating a program. Directors provide program updates at BOH meetings, and a separate committee to review all programs that are in place would be a substantial time commitment to ask from staff and BOH members.

Accounts Payable

Motion By: Sauer to approve accounts payable and pay the bills.

Seconded By: Nye

Roll Call Vote: Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little- yea, Nye – yea; Kuiper - yea
6 yeas 0 nay 0 excused Motion carried

June 2022 Financial Statements

Discussion: Putney stated that the fund balance that is showing in the statements for June will be lower at the end of September. The State of Michigan pre-pays for some programs and these programs will not be spent out, therefore the State will pull back the unspent funds.

Motion By: Nye to accept the financial statements as presented.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little- yea, Nye – yea; Kuiper- yea
6 yeas 0 nay 0 excused Motion carried

Staff Reports:

Medical Director – Dr. Joshua Meyerson

A report was distributed prior to the meeting. Please refer to it for details.

Personal Health – Michelle Klein

A report was distributed prior to the meeting. Please refer to it for details. Parenting Communities held a street fair the past weekend and it was a huge hit. There were over two hundred seventy people that had attended the event. During the event there was outreach for WIC and other services that are offered through BLDHD, along with other community resources. Twenty-five new children signed up to join the Parenting Communities group.

It was asked if the formula shortage is still creating issues with local families. Yes, it is. BLDHD staff are calling various retailers to see what formula that they may have available for families who are struggling to locate it. The nurses are also researching to see what substitute brands may work for client needs. The interest in breastfeeding has gone up significantly.

There was one person vaccinated for Monkey Pox in our area. This person had been potentially exposed to the virus but has shown no signs of developing the illness.

Environmental Health – Eric Johnston

A report was distributed at the beginning of the meeting. The number of permits for land use for this year has gone down compared to last year. The amount of permits issued this year is still higher than what it had been for 2020 and 2019.

On July 25, 2022, the Leelanau County Commissioners had a meeting to discuss enacting a County wide ordinance for well and septic system evaluations. Initial thoughts are that it would be similar to what Benzie County has in place. Some of the townships within Leelanau County already have a well and septic system ordinance in place for at time of a property transfer. Within these townships, approximately 20% of the septic systems that have been inspected have been determined to be unacceptable. The Leelanau County Commissioners are going to be voting at their next meeting to ask the BLDHD to require inspections of well and septic systems for all of Leelanau County. It has been approximately thirty years since Benzie County has had a property transfer/sale ordinance which requires a well and/or septic system evaluation. Johnston inquired about having an attorney provide input on the legal process involved in amending our environmental health regulations. It was mentioned that approximately five years ago HDNW had experienced a similar situation to this and had hired the attorney, Jim Young, to perform the review of their ordinance. It was discussed about the benefits of utilizing the same attorney to do the review, as this person would already be familiar with the subject and would have less billable hours involved with the process. It is believed that the process for the ordinance to be completed and accepted is for BLDHD to draft an amendment to the regulations, the BLDHD BOH would approve the ordinance and then both Benzie and Leelanau County Commissioners would both have to vote to accept the proposed amended regulations. It was discussed that there needed to be a budget set of what the legal fees should not exceed for the amendment legal process review by the attorney.

Budget for Legal Fees for Drafting a Point of Sale Well and Septic Review Ordinance for Leelanau County

Discussion: There needs to be clarity on:

- A. The process of amending EH regulations, to make sure it meets all legal requirements.
- B. Do BOH members from both Counties need to approve of this ordinance or just BOH members from the specific county need to approve of this ordinance.

Motion By: Sauer to seek legal advice for the clarification on how the process should be handled in creating an ordinance for point of sale well and septic inspections for a county not to exceed \$2,500.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Conley- yea, Wessell- yea, Soutas-Little- yea, Nye – yea; Kuiper- yea
6 yeas 0 nay 0 excused Motion carried

Administrative – Dodie Putney

A report was distributed prior to the meeting. Please refer to it for details. On August 5, 2022 there will be demonstrations by both companies that have placed a bid on the new Teams based phone system. The purchase of this phone system will be on the August BOH agenda for approval.

Estimates for the addition and remodel of the Benzie Resource Center were communicated by the contractor. It will be approximately \$2,300,000. This would include making the Benzie Resource Center 2,800 square feet bigger and remodeling existing areas. There is a meeting scheduled to discuss what the rent increase will be for the renters of the building if this is to go through.

MALPH awarded BLDHD a \$4,000 grant for Employee Wellness. When the number of staff members was divided into this amount it equaled \$80 per employee. There will be charges showing up in future accounts payable reports, these expenditures are being paid from the private grant that was awarded by MALPH.

Johnston added that the bids are out for the remodeling of the Leelanau Government Center to accommodate the EH Department of BLDHD. The agreement for the BLDHD to move the EH Department into this location is on the agenda for the August 9, 2022 Leelanau County Commissioners Meeting.

Public Comment – None

Board Comments –

Sauer stated that the Employee Committee presented the Personnel and Finance Committee with a request to grant a three percent cost of living adjustment to all employees' salaries. It was stated that this should be added to next year's budget and any additional salary increases will be re-evaluated in six months to see if this is fiscally possible.


Wessell and Soutas-Little both stated that as Leelanau County Commissioners they really are excited that Johnston will be working on creating a well and septic review ordinance for their County to help ensure that the environment and the health of residents will be protected. They also thanked Nye and Sauer for stating their support.

Adjourn:

Motion By: Nye to adjourn the BOH meeting at 4:22p.m.

Second By: Sauer

Roll Call Vote: Sauer- yea, Conley- yea, Wessell-yea, Soutas-Little- yea, Nye – yea; Kuiper- yea
6 yea 0 nay 0 excused **Motion carried**



Dr. Barbara Conley, Chair



Shelley Jablon, Recording Secretary