

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT  
SPECIAL BOARD OF HEALTH MEETING  
Friday, September 4, 2020 12:30 p.m.  
Via Microsoft Teams**

Chairperson Gary Sauer called the meeting to order at 12:30 p.m.

**Members Present:**

Gary Sauer - Benzie County Board of Commissioners  
Tony Ansonge - 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 Absent** - None

**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** - None

**Pledge of Allegiance**

**Approval of the Agenda:**

**Motion By:** Dr. Conley to approve the agenda as presented.

**Seconded By:** Sauer

**Roll Call Vote:** Ansonge, Sauer, Dr. Conley, Rentenbach, Farrell, Dr. Kuiper.

**Motion carried**

**Public Comment** – None

**Purchase of Fixed Assets:**

Lisa Peacock explained that the Health Department is looking to purchase a drive-thru tent and a trailer. This will allow the Health Department to be more mobile and efficient, not only for COVID community testing, but also administering COVID and other vaccines. Tent Craft is a local vendor that makes tents for drive-thru services throughout the country. There is not another local vendor due to the specific nature of the tent. The purchase of the trailer is to provide a means to haul supplies around as well as storage. There are three different vendors for the purchase of a trailer. The Health Department has some unspent State funds in Hepatitis A and Safety Syringe programs. The Health Department has received permission from the State to use these funds for the mentioned purchases. Chloe Willetts, Emergency Preparedness Coordinator, explained that Tent Craft can put the BLDHD name on the tent. The Health Department would be purchasing magnetic signs with the BLDHD logo on it to be placed on the trailer. The trailer would be stored at one of the office locations with locks to be installed so it cannot be entered nor hauled away.

**Motion By:** Rentenbach to approve the purchase of a drive-thru service tent, heaters and lights not to exceed an amount of \$10,000.

**Seconded By:** Ansortge

**Motion By:** Dr. Conley to amend the motion to add for approval of a sole source vendor for the tent.

**Seconded By:** Farrell

**Motion By:** Rentenbach to withdraw her motion.

**Seconded By:** Ansortge

**Motion By:** Dr. Conley to withdraw her motion.

**Seconded By:** Farrell

**Motion By:** Rentenbach to approve the purchase of a drive-thru service tent with heaters and lights from a sole source vendor not to exceed an amount of \$10,000.

**Seconded By:** Ansortge

**Roll Call Vote:** Sauer-Yes, Ansortge-Yes, Dr. Conley-Yes, Farrell-Yes, Rentenbach-Yes, Dr. Kuiper-Yes.

**Motion Carried**

**Discussion on the Trailer Purchase:** It was recommended to purchase the trailer from Greenlight Sales in the amount of \$5,795. This was the trailer that was available at the time of the research and are not sure if this exact trailer would still be available. The Health Department will look at the State purchasing site as a potential purchase through the MiDeal System. It was noted that staff are not sure if it will work out this time, as we need to spend the funds before September 30<sup>th</sup>. Going through the State of Michigan's MiDeal site, eliminates the need of getting bids.

**Motion By:** Ansortge to approve the purchase of a dual axel trailer in an amount not to exceed \$7000 and funds to come from the appropriate account.

**Seconded By:** Dr. Kuiper.

**Roll Call Vote:** Ansortge-Yes, Dr. Kuiper-Yes, Farrell-Yes, Dr. Conley-Yes, Rentenbach-Yes, Sauer-Yes.

**Motion Carried.**

**BLDHD Purchase Policy Amendment:**

The Purchase Policy was adopted in 2000 and amended in 2006. The current limit of \$5000 seems pretty low. To allow for flexibility, staff requests to increase the amount from \$5000 to \$10,000 making sure that we have a source of funding. Discussion focused if the item is already in the budget, then the purchase is already approved via the budget. If it is not in the budget, then policy should require Board approval. It was agreed to have the Board of Health review the Purchasing Policy and make any adjustments at the September meeting.

**Public Comment - None**

**Board Comments - None**

**Adjourn:** The meeting adjourned at 1:03 p.m.

  
Gary Sauer, Chair

  
Dodie Putney, Recording Secretary