

**BENZIE-LEELANAU DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
Wednesday, September 25, 2024 2p.m.
Leelanau County Government Center
6527 E Government Center
Suttons Bay MI 49682**

Chairperson Gary Sauer called the meeting to order at 2:02 p.m.

Members Present:

Gary Sauer - Benzie County Board of Commissioners
Dr. Barbara Conley – Leelanau County Member at Large
Ty Wessell – Leelanau County Board of Commissioners
Art Jeannot – Benzie County Board of Commissioners
Gwenne Allgaier – Leelanau County Board of Commissioners

Members Excused: None

Members Absent:

Dr. Mark Kuiper – Benzie County Member at Large

Staff Present:

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

Staff Excused: None

Pledge of Allegiance

Approval of the August 28, 2024 Personnel and Finance Committee Meeting Minutes:

Motion By: Conley to approve the August 28, 2024 Personnel and Finance Committee meeting minutes.

Seconded By: Allgaier

Voice Vote: 5 yeas 0 nay 0 excused 1 absent Motion carried

Approval of the August 28, 2024 Regular Board of Health Meeting Minutes:

Motion By: Wessell to approve the August 28, 2024 BOH meeting minutes.

Seconded By: Jeannot

Voice Vote: 5 yeas 0 nay 0 excused 1 absent Motion carried

Approval of the Agenda:

Motion By: Conley to approve the agenda with the addition of G. Medical Director Contract under Personnel and Finance Committee.

Seconded By: Wessell

Voice Vote: 5 yeas 0 nay 0 excused 1 absent Motion carried

Closed Session:

Motion By: Sauer to enter into closed session with legal counsel to discuss Health Officer Contract at 2:11 p.m.

Seconded By: Allgaier

Roll Call Vote: Sauer- yea, Conley- yea, Jeannot – yea, Wessell – yea, Allgaier – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

Reconvene Open Session:

Motion By: Sauer to resume the meeting back to an open session at 3:12 p.m.

Seconded by: Wessell

Roll Call Vote: Sauer- yea, Conley- yea, Jeannot – yea, Wessell – yea, Allgaier – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

Public Comment - None

Motion to Accept Legal Counsel’s Advice and Recommendations for Health Officer Contract

Motions By: Sauer to accept legal council’s advice and recommendations regarding the draft of the Health Officer contract.

Seconded by: Conley

Roll Call Vote: Sauer- yea, Conley- yea, Jeannot – yea, Wessell – yea, Allgaier – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

Health Officer Update- Dan Thorell

A report was distributed prior to the meeting. Please refer to it for details. Thorell was elected to MALPH’s Executive Committee. Along with this role, Thorell has also been a part of the advisory committee for the Statewide Sanitary Code that is in draft.

Accounts Payable

Motion By: Jeannot to approve accounts payable and pay the bills in the amount of \$208,839.24.

Seconded By: Wessell

Roll Call Vote: Sauer- yea, Conley- yea, Jeannot – yea, Wessell – yea, Allgaier – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

August Financial Statements

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

Seconded By: Conley

Roll Call Vote: Conley- yea, Wessell- yea, Allgaier – yea, Jeannot – yea, Sauer – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

FY 2024 Amended Budget

Motion By: Jeannot to accept the amended fiscal year 2024 budget as presented.

Seconded By: Conley

Roll Call Vote: Conley- yea, Wessell- yea, Allgaier – yea, Jeannot – yea, Sauer – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

FY 2025 Budget

Motion By: Jeannot to accept the fiscal year 2025 budget as presented.

Seconded By: Wessell

Roll Call Vote: Conley- yea, Wessell- yea, Allgaier – yea, Jeannot – yea, Sauer – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

Discussion: Putney provided a slide show presentation to discuss the amended fiscal year 2024 budget and proposed fiscal year 2025 budget. In the budget for fiscal year 2025, it is expected that revenues and expenses will be down slightly as COVID funding sources are ending. BLDHD did

not ask either county for an increase in appropriations for fiscal year 2025, the request amount remained the same as fiscal year 2024. There was a slight increase in environmental health fee schedule and immunization fee schedules for the upcoming fiscal year, to help offset the higher cost of providing services. It was budgeted for employees to receive a 1% plus \$1 an hour increase in wages for the 2025 fiscal year, to help keep pace with inflation. It was asked if wages were comparable to other positions in the area. Yes, BLDHD's wages are comparable to other agencies in the area.

Meal & Per Diem Reimbursement Rate

Motion By: Conley to accept the adjusted meal and per diem reimbursement rates as presented.

Seconded By: Allgaier

Roll Call Vote: Conley- yea, Wessell- yea, Allgaier – yea, Jeannot – yea, Sauer – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

Discussion: The meal reimbursement and per diem rate for conducting temporary food license inspections were written into the Personnel Policy that was approved in 2021. Due to inflation, the amounts of these items need to be increased to be able to more adequately reimburse the employee.

Health Officer Contract

Motion By: Jeannot to table this item until a Special Board of Health Meeting is held.

Seconded By: Wessell

Roll Call Vote: Conley- yea, Wessell- yea, Allgaier – yea, Jeannot – yea, Sauer – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

Medical Director Contract

Motion By: Jeannot to approve the revised Medical Director contract pending legal review to present to the Health Department Northwest.

Seconded By: Wessell

Roll Call Vote: Conley- yea, Wessell- yea, Allgaier – yea, Jeannot – yea, Sauer – yea
5 yeas 0 nay 0 excused 1 absent Motion carried

Discussion: A revised Medical Director contract was presented in the Personnel and Finance Committee meeting earlier. Legal Counsel will review the document and provide feedback.

Staff Reports:

Medical Director – Dr. Joshua Meyerson

A report was distributed prior to the meeting. Please refer to it for details. The importance of immunization for children was discussed.

Personal Health – Michelle Klein

A report was distributed prior to the meeting. Please refer to it for details. The results from the ongoing Client Satisfaction Survey were shared. The results showed the community members who had participated in the survey were extremely pleased with the services that they have received at BLDHD. The survey's questions focused on customer service. Another survey will be going out that will focus on a different topic.

Environmental Health – Eric Johnston

A report was distributed at the beginning of the meeting. Please refer to it for details. There were eight beaches monitored over the summer for thirteen weeks. There were three level 2 advisories that were issued in that time for elevated levels of bacteria. The cause of the elevated levels of bacteria was suspected to be heavy rains the day before and/or during sampling of the beach. The EH report also contained a list of reasons why septic systems were found not to be in substantial conformance with the District Sanitary Code when they were evaluated. The percentage for each of

the reasons was listed per County. A State of Michigan Department of Agriculture review of our Food Safety Program finished earlier in the day and BLDHD passed it with flying colors. The Department was given praise for allowing specialized food processing to occur in the Counties.

Administrative – Dodie Putney

A report was distributed prior to the meeting. Please refer to it for details. There is a shifting of personnel in the admin department. With Putney retiring February 28, 2025, Shelley Jablon was selected to be the next Director of Administrative Services. Her position, Accountant I, was filled internally by Sanna Johnson. The Environmental Health Administrative Assistant position is currently posted. The shifting of personnel and duties should be complete by the end of the calendar year.

Public Comment – None

Board Comments - None

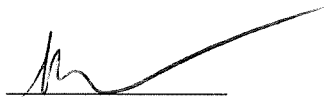
Adjourn

Motion By: Sauer to adjourn the BOH meeting at 4:43 p.m.

Voice Vote: 5 yeas 0 nay 0 excused 1 absent **Motion carried**



Gary Sauer, Chair



Shelley Jablon, Recording Secretary