



MID-MICHIGAN DISTRICT HEALTH DEPARTMENT
An Accredited Local Public Health Department

www.mmdhd.org

CLINTON
Branch Office
1307 E. TOWNSEND RD.
ST. JOHNS, MI 48879-9036
989-224-2195

GRATIOT
Branch Office
151 COMMERCE DRIVE
ITHACA, MI 48847-1627
989-875-3681

MONTCALM
Branch Office
615 N. STATE ST., STE 1
STANTON, MI 48888-9702
989-831-5237

ADMINISTRATIVE OFFICES
SUITE 2
615 N. STATE STREET
STANTON, MI 48888-9702
989-831-5237

KIMBERLY SINGH, M.A.
Health Officer

ROBERT GRAHAM, DO, MPH, FAAFP
Medical Director

**BOARD OF HEALTH
REGULAR MEETING**

at

Mid-Michigan District Health Department
Gratiot County Branch Office
Ithaca, Michigan

Conference Room A

Wednesday, December 28, 2011, 10:00 a.m.

Board of Health

Bruce Delong
Jack A. Enderle
Teresa Hagerman
Tom Lindeman
Roland Merignac
Carl Paepke



MINUTES

*We take action to assure the health and well being of our community and the environment
by responding to public health needs and providing a broad spectrum
of prevention and educational services.*

Members Present: Jack A. Enderle, Chairperson; Tom Lindeman, Roland Merignac, and Bruce Delong

Members Absent: Teresa Hagerman, Carl Paepke

Staff Present: Melissa Bowerman, Director of Administrative Services; Cindy Partlo, Board Secretary; Robert Graham, DO, MPH, FAAFP, Medical Director; Bob Gouin, Director of Environmental Health (EH), Bonnie Havlicek, Director of Community Health and Education Division (CHED)

Staff Absent: Kimberly Singh, M.A., Health Officer

Guests: Ross Pope, Data Specialist (*arrived @ 10:41 a.m.*)

J. Enderle, Chairperson called the regular meeting of the Mid-Michigan District Board of Health to order at 10:00 a.m., on Wednesday, December 28, 2011, at the Gratiot County Branch Office of the Mid-Michigan District Health Department, Ithaca, Michigan.

Pledge of Allegiance was lead by C. Paepke.

I. AGENDA NOTES, REVIEW, AND REVISIONS:

Motion made by T. Lindeman and seconded by R. Merignac to approve the Agenda as presented. Motion carried.

II. CONSENT ITEMS:

A. Meeting Minutes

1. Michigan Association for Local Public Health (MALPH) Meeting held November 14, 2011
2. Mid-Michigan Health Plan Advisory Board Meeting held November 17, 2011
3. Mid-Michigan District Board of Health Regular Meeting held November 23, 2011

B. Communications

1. Letter dated November 23, 2011 to First Consumer National Bank from Kimberly Singh, Health Officer regarding late fees and finance charges for credit card accounts
2. Letter dated December 16, 2011 to Physicians (district-wide) regarding recent U.S. novel influenza A (H3N2) cases

M. Bowerman reported that the letter to First Consumer National Bank was signed by the Health Officer rather than the Board Chairperson as required by the bank. She noted that to date, the agency has not heard a reply from the bank to our letter.

Motion made by T. Lindeman to accept and place on file meeting minutes II. A. 1. through 3 and communications II. B. 1. and 2. Motion seconded by R. Merignac. Motion carried.

III. PUBLIC COMMENTS: None

IV. BRANCH OFFICE EMPLOYEES: None

V. COMMITTEE REPORTS:

- A. Finance Committee – Carl Paepke, Chair (*Finance Committee Meeting not held due to absence of C. Paepke and T. Hagerman*)

1. Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Reports for October and November 2011

M. Bowerman provided an update of the October and November Revenue and Expenditure Reports indicating that there was a small surplus at the end of November of \$6,832.27.

Motion made by T. Lindeman to approve and place on file the Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Reports for October and November 2011. Motion seconded by R. Merignac. Motion carried.

2. Mid-Michigan District Health Department's Expenses for November 19, 2011 through December 16, 2011

Motion made by R. Merignac to authorize the payment of the Mid-Michigan District Health Department's Expenses for November 19 – December 16, 2011, totaling \$497,313.15 as amended. Motion seconded by T. Lindeman. Motion carried.

3. Staffing Recommendation

M. Bowerman explained that as Bonnie Havlicek was promoted to Director of the Community Health and Education Division (CHED), a vacancy for a Montcalm County CHED Supervisor occurred. The top candidate being considered for hire previously worked for the Mid-Michigan District Health Department as a nurse and also possesses RN licensure, supervisory skills, public health and clinical experience. Based on the candidate's qualifications, M. Bowerman requested Board of Health approval to hire this candidate at Step 3 of the 10B wage band as Board of Health approval is required for any wage offer above a Step 2.

Motion made by T. Lindeman and seconded by B. Delong to hire the Montcalm County CHED Supervisor candidate at Step 3 of Wage Band 10B as proposed. Motion carried.

- B. Personnel Committee – J. Enderle, Chair – No topics.
- C. Program Committee – Roland Merignac, Chair – No topics.
- D. Mid-Central Coordinating Committee – Jack Enderle, Vice Chair – No topics.

VI. MEDICAL DIRECTOR'S REPORT: Robert Graham, DO, MPH, FAAFP

A. Influenza

B. Havlicek provided an overview of Dr. Graham's report, noting that current influenza activity is sporadic in Michigan. She stated that another influenza virus (H3N2) is circulating nationally and is mainly affecting young children; however, no cases have been identified in Michigan. Information was sent to physicians about the H3N2 virus.

B. Could You Be a DD?

B. Havlicek mentioned that December is alcohol and drug impaired awareness month and that Dr. Graham encourages a designated driver for those using alcohol or drugs that cause impaired driving. She reviewed Dr. Graham's recommended ways to prevent alcohol and drug impaired driving accidents and deaths as well as the following wording for the January Board of Health Healthy Living Recommendation by Dr. Graham:

Everyone that uses alcohol or drugs that cause impaired driving should designate a sober and unimpaired driver.

*Everyone should refuse to ride in a vehicle when the driver has been drinking.
Take the ignition keys away from someone that has been drinking or using drugs that cause impaired driving.*

T. Lindeman suggested the addition of *including marihuana* after *drugs* in the first sentence.

Everyone that uses alcohol or drugs (including marihuana) that cause impaired driving should designate a sober and unimpaired driver.

*Everyone should refuse to ride in a vehicle when the driver has been drinking.
Take the ignition keys away from someone that has been drinking or using drugs that cause impaired driving.*

Motion made by T. Lindeman and seconded by B. Delong to approve the Board of Health Healthy Living Recommendation for January with the addition of *including marihuana* after *drugs* in the first sentence. Motion carried.

Motion made by R. Merignac and seconded by T. Lindeman to accept the Medical Director's Report and place on file. Motion carried.

VII. HEALTH OFFICER'S REPORT: Kimberly Singh, M.A.

- A. Schedule January Board of Health Organizational Meeting – *Proposed Date: January 25, 2012.*

M. Bowerman requested the Board of Health schedule the Organizational Meeting for January 25, 2012 at 10 a.m. with the Finance Committee meeting at 9:00 a.m. The meeting will be held in Stanton.

Motion made by R. Merignac and seconded by T. Lindeman to schedule the Organizational Meeting for 10 a.m. on January 25, 2012 with the Finance Committee meeting at 9:00 a.m. in Stanton. Motion carried.

- B. Community Health Worker

M. Bowerman explained that K. Singh has been working with the Gratiot County Community Mental Health on an initiative to place a masters-level clinician at the Mid-Michigan District Health Department (MMDHD) Gratiot and Clinton County Branch Offices. She explained the initiative and mentioned that the clinician would be a resource to MMDHD staff for referrals, consultation, staff development, etc. It is anticipated that the initiative would begin first in Gratiot County in early January 2012. M. Bowerman requested Board of Health approval to proceed with the outpatient clinician initiative in the Gratiot and Clinton County Branch Offices effective early January 2012.

Motion made by B. Delong and seconded by T. Lindeman to proceed with the outpatient clinician initiative in the Gratiot and Clinton County Branch Offices effective early January 2012 as proposed. Motion carried.

Motion made by T. Lindeman and seconded by B. Delong to accept the Health Officer's report and place on file. Motion carried.

VIII. OLD BUSINESS:

- A. Fourth Quarter Client Satisfaction Survey (July 1 – September 30, 2011)

M. Bowerman distributed the Client Satisfaction Survey for the fourth quarter. She reported that comments were generally positive. The report was informational only. J. Enderle commented that he is pleased that staff has seen the importance of the surveys as he is aware that not all health departments conduct client satisfaction surveys. He credits staff for continuing the process.

B. Revised Environmental Health (EH) Regulations

B. Gouin explained that Bruce Du Hamel, former Deputy Health Officer, drain commissioners, realtors, representatives from the Michigan Department of Environmental Quality (MDEQ), sewage installers, well drillers, and township officials were involved in providing input into the revisions for the EH Regulations. B. Gouin reviewed the Summary of the changes with the Board. B. Gouin mentioned that he is scheduled to review the changes at the township association meetings district-wide in mid-January. Public hearings will be scheduled in each county; Montcalm in January, Clinton in February, and Gratiot in March in conjunction with Board of Health meetings.

Motion made by T. Lindeman and seconded by R. Merignac to approve the revisions to the EH Regulations as proposed and authorize public hearings to be scheduled in each county as proposed, as well as post the revised EH Regulations on the website. Motion carried.

C. Update on Ithaca Gasoline Leak

B. Gouin provided an update on the Ithaca gasoline leak where product was getting into the Ithaca sewer system and vapor into residences. The Michigan Department of Community Health, MDEQ, Michigan Department of Agriculture, City of Ithaca, consulting firms, attorneys, as well as the health department is involved in resolving the issue and remediation steps have been established. The health department's role is supportive at this time; however, we continue to monitor the situation to ensure a public health threat does not surface.

IX. NEW BUSINESS:

A. Community Health Assessment Presentation

M. Bowerman introduced Ross Pope, Data Specialist, who provided an update on the progress of the Community Health Assessment. R. Pope distributed documentation for review showing the progress of the Community Health Assessment process in each County. J. Enderle asked if the Governor's dashboard initiatives will be considered in the process, such as childhood obesity and infant mortality. R. Pope replied that the Governor's initiatives will be considered in the process, which is also important for continued funding. He anticipates that more funding will be geared toward addressing these initiatives. M. Bowerman provided an overview of the funding received for each County's assessment process.

J. Enderle provided an update regarding the Community Guide project that the health department is involved with and mentioned that it works well with the Community Health Assessment process.

B. Emerging Issues

T. Lindeman mentioned a public safety millage in Montcalm County will be on the ballot in February 2012. He felt that if approved, the health department could be restored to full funding.

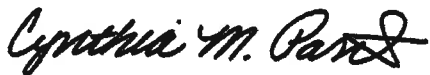
X. LEGISLATIVE ACTION:

A. Senate Bill 7, Affordable Care Act

M. Bowerman explained that if the Board takes no action, the health department will be under the hard cap for its health insurance, which is in the best interest of the agency and its employees. She recommended that the Board of Health take no action. She noted that the health department is not exempt from this act. The topic was informational.

There being no further business to come before the Board, the meeting adjourned at 11:43 a.m.

Respectfully Submitted,



Cynthia M. Partlo
Board Secretary For
Jack A. Enderle, Chairperson
Mid-Michigan District Board of Health