

# MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

Nationally Accredited by the Public Health Accreditation Board

MARK W. (MARCUS) CHEATHAM, Ph.D.  
Health Officer

JENNIFER MORSE, MD  
Medical Director



[www.mmdhd.org](http://www.mmdhd.org)

BOARD OF HEALTH  
George Bailey  
Bruce DeLong  
Betty Kellenberger  
Tom Lindeman  
Ken Mitchell  
Sam Smith

ADMINISTRATIVE OFFICES  
615 N. State St., Ste. 2  
Stanton, MI 48888-9702  
(989) 831-5237

CLINTON COUNTY  
Branch Office  
1307 E. Townsend Rd.  
Saint Johns, MI 48879-9036  
(989) 224-2195

GRATIOT COUNTY  
Branch Office  
151 Commerce Dr.  
Ithaca, MI 48847-1627  
(989) 875 3681

MONTCALM COUNTY  
Branch Office  
615 N. State St., Ste.1  
Stanton, MI 48888-9702  
(989) 831-5237

## BOARD OF HEALTH REGULAR MEETING at Mid-Michigan District Health Department Montcalm County Administrative Offices Stanton, Michigan

Conference Room A

Wednesday, April 27, 2016, 10:00 a.m.

### 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: Ken Mitchell, Tom Lindeman, George Bailey (*left at 11:33 a.m.*), Sam Smith, Betty Kellenberger, Chairperson; and Bruce DeLong
- Members Absent: None
- Staff Present: Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman, Director of Administrative Services; Cynthia M. Partlo, Board Secretary; Jennifer E. Morse, M.D., Medical Director; Bob Gouin, Director of Environmental Health
- Staff Absent: Andrea Tabor, Director of Community Health and Education
- Guests: Hailey Brewer, Emergency Preparedness Coordinator; Polly Brainerd, Prevention Specialist, Eaton RESA; Paige Filice, Watershed Coordinator (*arrived at 10:26 a.m.*); John Switzer, Executive Director with Clinton Conservation District (*arrived at 10:26 a.m.*); and Jonathon Beard, Consultant, Public Sector Consultants (*arrived at 10:26 a.m.*)

B. Kellenberger, Chairperson called the regular meeting of the Mid-Michigan District Board of Health to order at 10:02 a.m., on Wednesday, April 27, 2016, at the Montcalm County Administrative Offices of the Mid-Michigan District Health Department (MMDHD), Stanton, Michigan.

*Your Public Health Team,  
Connecting with our Communities to Achieve Healthier Outcomes.*

Pledge of Allegiance was led by B. Kellenberger.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

M. Cheatham asked that Health Officer Evaluation be added to the Agenda as item E. 2. and Montcalm County Road to Building, Delivery and Employee Entrance as item E. 1. i. He also mentioned that there would be two presentations and requested items H. 2. and H. 3. be moved to the first order of business.

**Motion made by G. Bailey and seconded by K. Mitchell to approve the Agenda as amended. Motion carried.**

Introductions were made. Hailey Brewer provided a brief overview of an upcoming emergency preparedness exercise taking place in July.

H. OLD BUSINESS:

1. Decriminalization of Recreational Marijuana – Public Health Considerations, *Polly Brainerd, Prevention Specialist, Eaton RESA*

M. Cheatham introduced Polly Brainerd, Prevention Specialist for the Eaton RESA. Polly provided an overview of lessons learned from the State of Colorado regarding their move to legalize recreational marijuana. She indicated that the THC levels are much stronger today than they were in the 1980's and reviewed the public health risks to adolescents with THC levels <12%. Polly distributed some handouts to the BOH regarding the history of marijuana in America, legal use of marijuana by state, statistics on adult use, and general support of legalizing adult marijuana. Other handouts included the Marijuana Policy Project, Marijuana Changes the Brain, and The Public Health Consequences of Marijuana Legalization.

2. Improving Water Quality in the Upper Maple River Watershed, *Clinton Conservation District*

Paige Filice from the Clinton Conservation District provided a presentation regarding improving water quality in the Upper Maple River Watershed, updating the BOH about the progress made with the grant. G. Bailey commented that public education is the key to addressing the problems in the three watersheds within the district. B. Gouin added that the health department was not on schedule with the proposed timeline for records digitization as the Hedgehog software was still being developed. He mentioned that the health department digitized records would be operational after the software was completed – target date of October 2016 – with time allotted for learning the software and implementing the digitization process. Paige also mentioned that a BOH member would be needed to serve on the Stakeholder Committee once reconvened as Jack Enderle was no longer participating.

John Switzer also added that a statewide well and septic ordinance was being discussed at the State; and he would provide updates regarding that at the Stakeholder Committee meetings.

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held March 14, 2016
- b. Mid-Michigan District Board of Health Regular Meeting held March 16, 2016

**Motion made by B. DeLong to accept and place on file meeting minutes B. 1. a. and b. Motion seconded by K. Mitchell. Motion carried.**

2. Communications

- a. Letter dated March 17, 2016 to Dr. Marcus Cheatham, PhD from Thomas R. Frieden, MD, MPH Director of the Centers for Disease Control and Prevention (CDC) and John Auerbach, MBA, Acting Director, Office for State, Tribal, Local and Territorial Support regarding recognition for achieving accreditation by the Public Health Accreditation Board (PHAB)
- b. Letter dated March 22, 2016 to Robert Graham, DO, MPH, FAAFP from James F. Koval, MD, MPA, Coordinator, Michigan Public Health Week Partnership regarding presentation of the Jean Chabut Health Policy Champion Award
- c. Letter dated March 30, 2016 to Mid-Michigan District Health Department (MMDHD) from Representative Tom Leonard regarding PHAB accreditation
- d. Memorandum dated April 13, 2016 to All Local Health Departments from Sean Dunleavy, Michigan Department of Agriculture and Rural Development regarding licensing and regulation of “You Buy, We Fry” operations

M. Cheatham showed a picture of Robert Graham, DO, former Medical Director, receiving the Jean Chabut Health Policy Champion Award.

**Motion made by K. Mitchell to accept and place on file Communications B. 2. a. through d. Motion seconded by B. DeLong. Motion carried.**

C. PUBLIC COMMENTS: None.

D. BRANCH OFFICE EMPLOYEES: None.

E. COMMITTEE REPORTS:

1. Finance Committee – Tom Lindeman, Chair

- a. Mid-Michigan District Health Department's Expenses for March 5 through April 15, 2016

**Motion made by T. Lindeman to pay the Mid-Michigan District Health Department's Expenses for March 5 through April 15, 2016, totaling \$593,091.84. Motion seconded by K. Mitchell. Motion carried.**

- b. Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Report for March 2016

**Motion made by T. Lindeman to approve and place on file the Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Report for March 2016. Motion seconded by K. Mitchell. Motion carried.**

- c. Approval of Form 990

T. Lindeman stated that the Board of Health was required to review Form 990.

**Motion made by T. Lindeman and seconded by K. Mitchell to accept and place on file Form 990. Motion carried.**

- d. Montcalm County Branch Office Roof Expense

T. Lindeman indicated that the Finance Committee recommended that the full BOH authorize the transfer of \$12,431.34 to Montcalm County for the administrative headquarters portion of the Montcalm Branch Office facility roof.

**Motion made by T. Lindeman and seconded by K. Mitchell to authorize the transfer of \$12,431.34 to Montcalm County for the administrative headquarters portion of the Montcalm Branch Office facility roof.**

- e. Smoking Cessation Counseling Fees

T. Lindeman mentioned that the Finance Committee recommended approval of the smoking cessation counseling fees as proposed, retroactive to April 1, 2016.

**Motion made by T. Lindeman and seconded by K. Mitchell to approve the smoking cessation counseling fees as proposed, retroactive to April 1, 2016. Motion carried.**

- f. Local Appropriation Policy

M. Cheatham mentioned that the Local Appropriation Policy was submitted to the County Administrators and they seemed in agreement.

**Motion made by T. Lindeman and seconded by K. Mitchell to approve the Local Appropriation Policy as presented to the County Administrators. Motion carried.**

- g. New Fees for Primary Care Project

T. Lindeman stated that the Finance Committee recommended the full BOH approve the new fees for primary care as proposed, retroactive to October 1, 2015.

**Motion made by T. Lindeman and seconded by K. Mitchell to approve the new fees for primary care as proposed, retroactive to October 1, 2015.**

h. Increased Product Fee

T. Lindeman said that the Finance Committee recommended that the full BOH approve the increased fee of \$.30 each for condoms as proposed effective May 1, 2016.

**Motion made by T. Lindeman and seconded by K. Mitchell to approve the increased fee of \$.30 each for condoms as proposed effective May 1, 2016.**

i. Montcalm County Road to Building, Delivery and Employee Entrance

T. Lindeman stated that the Finance Committee felt that the health department could cover the cost of the repair to the sidewalk area, including the handicap ramp and railing, as well as the signage. He would present the proposal to the Montcalm County Board of Commissioners for consideration.

**Motion made by T. Lindeman and seconded by B. DeLong to recommend the drive remain open; however, direct delivery trucks to park in front of the dumpster, and install a handicap ramp with railings along the sidewalk, install signage stating “No Stopping, Standing, or Parking” with the expense covered by the health department fund balance. Motion carried.**

2. Personnel Committee – Ken Mitchell, Chair

a. Schedule Health Officer Annual Appraisal

M. Cheatham stated that the annual Health Officer Performance Review needed to be scheduled. He explained the process and suggested that the Finance Committee members meet either before or after the May 25<sup>th</sup> BOH meeting and the Personnel Committee members meet either before or after the June 22<sup>nd</sup> BOH meeting.

**After discussion, motion made by B. DeLong and seconded by T. Lindeman to schedule the Health Officer’s annual appraisal with the Finance Committee members prior to the May 25<sup>th</sup> Finance Committee meeting in St. Johns at 8:30 a.m. and with the Personnel Committee members on May 25<sup>th</sup> after the BOH Regular meeting. Motion carried.**

3. Program Committee – Sam Smith, Chair – No report.

4. Mid-Central Coordinating Committee – Tom Lindeman, Vice Chair – No report.

F. MEDICAL DIRECTOR’S REPORT: Jennifer E. Morse, M.D.

1. Hepatitis C Screening, Treatment, and Prevention

Dr. Morse provided a report on Hepatitis C screening, treatment, and prevention, stating that treatment is more effective than in the past and in some cases, can be cured. The State offers free testing for Hepatitis C at the local health departments and has requested all clients be screened.

Dr. Morse recommended the following be adopted as the BOH Monthly Healthy Living Recommendation for May:

- a. *Encourage Hepatitis C screening for those groups listed in paragraph four above, which follows the recommendations put forth by the CDC (<http://www.cdc.gov/hepatitis/hcv/guidelinesc.htm>).*
- b. *Continue efforts to increase Hepatitis C screening availability through the health department.*
- c. *If deemed necessary to help stop the spread of Hepatitis C and/or other bloodborne pathogens, support the authorization of needle exchange programs.*

**Motion made by B. DeLong and seconded by K. Mitchell to adopt the monthly Board of Health recommendation for May as proposed and accept and place on file the Medical Director's Report. Motion carried.**

G. HEALTH OFFICER'S REPORT: Mark W. (Marcus) Cheatham, Health Officer, Ph.D.

1. Grant Update

M. Cheatham reviewed the Grant Update stating that the agency received funding for a cross jurisdictional sharing grant in the amount of \$41,394 to explore statewide medical direction in the State in order to avoid potential lapses in service. The agency would receive \$6,394 to defray our expenses.

He also reviewed the grants that the agency was currently working on, mentioning that the community gardens grant request was modified to significantly reduce the request.

2. NALBOH Annual Conference, Gateway to Exploring Your Role in Board Governance, August 10-12, 2016, St. Louis, Missouri <http://www.nalboh.org/event/NALBOH2016>

M. Cheatham stated that the agency would support BOH members who would like to attend the NALBOH Annual Conference in Missouri. B. Kellenberger mentioned that she was considering it.

3. Second Quarter Service Report, FY 15/16 (January 1 through March 31, 2016)

M. Cheatham reviewed the Quarterly Service Report for the second quarter of FY 15/16, reporting that clinical programs have decreased, while Environmental Health Programs are continuing to increase. M. Cheatham reported that the State decreased the agency's Women, Infants, and Children's (WIC) caseload; however, the State revised the way that it funds health departments for WIC services. WIC funding now has a quality performance focus and because the agency excels at breastfeeding initiation rates, the agency was able to secure additional performance funding, recouping the funds lost by the decreased caseload.

4. Impact of Women, Infants, and Children's (WIC) Program on Local Communities

M. Cheatham reviewed a report showing the amount of funding that WIC provides to local communities through purchases at local businesses: Clinton - \$600,552.84, Gratiot - \$751,511.48, and Montcalm - \$1,048,834.36.

5. FY 15/16 Second Quarter Client Satisfaction Survey

M. Cheatham reviewed the Client Satisfaction Survey data for the second quarter of FY 15/16. He reported that completed surveys from clients increased in Clinton County. He explained the different options for clients to complete a survey. M. Bowerman stated that supervisors get the reported data weekly and if a client leaves a phone number and comment, a supervisor follows-up with them.

H. OLD BUSINESS:

1. Recap of Day at the Capitol Event, March 23, 2016

B. Kellenberger and K. Mitchell provided an update regarding the Day at the Capitol event stating that the event was very beneficial.

I. NEW BUSINESS:

1. Emerging Issues – None

2. Lead in St. Louis Pipes

M. Cheatham informed the BOH that as part of routine water testing, lead was found in the water lines of two homes in the City of St. Louis. He stated that the Michigan Department of Environmental Quality (MDEQ) recommended that the City of St. Louis increase the number of tests conducted to 40 tests yearly from 20 tests every three years. He stated that the issue is a homeowner issue, not a City of St. Louis issue. The City of St. Louis will remove the lead service lines at their expense. The health department has offered lead testing for the affected residents; however, the City of St. Louis will not release their contact information. The City of St. Louis agreed to pass along the information from the health department to the affected residents, including a business card for our Public Health Nurse. Dr. Morse reported that the youngest individual affected was 16 years old; therefore, the risk was low. B. Gouin commented that the agency plans to prepare recommendations to St. Louis Public Schools and any licensed day care facilities to follow the latest MDEQ protocol, consider taking a look at their plumbing and sampling. Currently, St. Louis Public Schools is not in the sampling pool. M. Cheatham suggested involving Alma College students to assist in this endeavor.

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District Board of Health Action Items, March 2016

2. Staffing Report

B. Gouin reported on the staffing shortages in Environmental Health, noting that there was two staff on FMLA leaves in addition to two vacancies. He added that service delivery delays are expected. Interviews to fill the vacancies in Clinton and Montcalm Counties are scheduled. Chloe Morey, EH Specialist in Montcalm County will be transitioning to the Resource Recovery responsibilities.

L. RELATED NEWS ARTICLES AND LINKS:

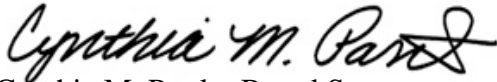
1. MMDHD News Articles Available Online at <http://www.mmdhd.org/boh-news-2016.html>

M. Cheatham briefly reviewed the news articles online.

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting adjourned at 12:11 p.m.

Respectfully Submitted,

A handwritten signature in black ink, reading "Cynthia M. Partlo". The signature is fluid and cursive, with a large, stylized initial "C".

Cynthia M. Partlo, Board Secretary  
For Betty Kellenberger, Chairperson  
Mid-Michigan District Board of Health