



# MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

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

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**MARK W. (MARCUS) CHEATHAM**  
Health Officer

**JENNIFER MORSE, MD, MPH, FAFP**  
Medical Director



**BOARD OF HEALTH**  
George Bailey  
Bruce DeLong  
Betty Kellenberger  
Tom Lindeman  
Sam Smith  
Dwight Washington, Ph.D.

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

Conference Room A

Wednesday, July 25, 2018, 9:00 a.m.

## MINUTES

*We take action to protect, maintain, and improve the health of our community.*

**Members Present:** Tom Lindeman, George Bailey, Betty Kellenberger; Dwight Washington (*arrived at 9:16 a.m.*); and Bruce DeLong, Chairperson

**Members Absent:** Sam Smith

**Staff Present:** Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman, Director of Administrative Services; Cynthia M. Partlo, Board Secretary

**Staff Absent:** Jennifer E. Morse, M.D., Medical Director; Liz Braddock, Director of Environmental Health; Andrea Tabor, Director of Community Health and Education

**Guests:** Ross Pope, Quality Improvement Coordinator (*arrived at 9:53 a.m.*)

B. DeLong, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:03 a.m., on Wednesday, July 25, 2018, at the Montcalm County Administrative Offices of the Mid-Michigan District Health Department (MMDHD), Stanton, Michigan.

Pledge of Allegiance was led by B. DeLong.

### A. AGENDA NOTES, REVIEW, AND REVISIONS:

M. Cheatham requested that Promotion of Sara Thelen, Health Educator II to Prevention Coordinator be added to the Agenda as item E. 1. d.

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

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held June 11, 2018
- b. Mid-Michigan District Board of Health Regular Meeting held June 27, 2018
- c. Mid-Michigan District Board of Health Personnel Committee Meeting held July 16, 2018

**Motion made by B. Kellenberger to accept and place on file Meeting Minutes B. 1. a. through c. Motion seconded by G. Bailey. Motion carried.**

2. Communications

- a. Letter dated July 6, 2018 to Marcus Cheatham from Orlando Todd, MBA, Director, Office of Local Health Services, Michigan Department of Health and Human Services (MDHHS) regarding Notice of Award in the amount of \$52,394 for the Cross-Jurisdictional Sharing (CJS) Grant “Local Health Department Collaboration and Exploration of Shared Approach to Delivery Services”

M. Cheatham said that the grant was a continuation of the original CJS grant received from the agency. The State is pleased with the work being done on the grant from all of the health departments involved.

**Motion made by G. Bailey to accept and place on file Communications B. 2. a. Motion seconded by B. Kellenberger. Motion carried.**

E. PUBLIC COMMENTS: None.

F. BRANCH OFFICE EMPLOYEES: None.

G. COMMITTEE REPORTS:

1. Finance Committee – Tom Lindeman, Chair

- a. MMDHD’s Expenses for June 23 through July 20, 2018

**Motion made by T. Lindeman to pay the MMDHD’s Expenses for June 23 through July 20, 2018, totaling \$448,503.74. Motion seconded by B. Kellenberger. Motion carried.**

- b. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for June 2018

**Motion made by T. Lindeman to approve and place on file the MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for June 2018. Motion seconded by B. Kellenberger. Motion carried.**

- c. Adding Signatory to Agency Bank Accounts

**Motion made by T. Lindeman and seconded by G. Bailey to authorize L. Braddock to be added as a signatory to all of the agency's bank accounts. Motion carried.**

- d. Promotion of Sara Thelen, Health Educator II to Prevention Coordinator

**Motion made by T. Lindeman and seconded by B. Kellenberger to approve the promotion of Sara Thelen to Prevention Coordinator, retroactive to April 29, 2018 and authorized B. DeLong to sign the Letter of Understanding with the Teamsters Local 214 as proposed. Motion carried.**

- 3. Personnel Committee – Betty Kellenberger, Chair

- a. Michigan Nurses Association (MNA) Contract Negotiations

B. Kellenberger reported that the initial meeting was held. She said additional meetings were scheduled for August 8 and 29 at 8:30 a.m. at the Clinton Branch Office, Saint Johns. M. Cheatham added that the agency and MNA are far apart on wages; and MNA also expressed concern regarding scheduling the clinics for maximum efficiency. He said that their contract states that if they have operational concerns; they can call a special conference with Administration; and they have done so. G. Bailey commented that private sector salaries are increasing due to the good economy where government employees' salaries are not because the tax revenue is not increasing at the same level.

- 4. Program Committee – Bruce DeLong, Chair – No report.

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

- 6. Well and Septic Stakeholders Committee – Marcus Cheatham

M. Cheatham provided an update regarding the Well and Septic Stakeholders Committee, stating that the Committee reviewed a draft of the septic management regulations and requested edits. M. Cheatham added that the Committee presented the concept to the Gratiot County Board of Commissioners on July 17<sup>th</sup>. A meeting has been scheduled with Clinton County on July 31<sup>st</sup>, and because of the upcoming election, the Montcalm County Administrator has asked that we present the draft regulations at their Board of Commissioners meeting on August 27, 2018. B. DeLong mentioned that Ryan Wood, Administrator sent the draft to the Clinton County Townships for their review and feedback.

- F. MEDICAL DIRECTOR'S REPORT: Jennifer E. Morse, M.D.; *M. Cheatham reported in Dr. Morse's absence.*

- 1. Second-Hand Vape

M. Cheatham said that he had received a request from the director of one of the Great Start Collaboratives to write an article on second-hand vaping. The director agreed to share the article on their website with other Great Start Collaboratives within the State. Dr. Morse used the article for her BOH report.

M. Cheatham explained that there are two main kinds of chemicals used to hold the nicotine in the vaping liquid: propylene glycol and glycerol. He said when burned, glycerol turns into propylene oxide, which has been found to cause cancer. Other concerning harmful chemical particles are found in the vapor and can be absorbed through the body of infants and young children when the particles settle on surfaces long after the e-cigarette was used. These children can experience long-term consequences to brain development potentially leading to anxiety disorders. Many calls have been received by poison control centers reporting children less than two years of age being exposed to e-cigarettes or e-cigarette liquids (burns, seizures, lactic acidosis, anoxic brain injury, and death).

M. Cheatham recommended the following be adopted as the BOH Monthly Healthy Living Recommendation for August:

1. *Second- and third-hand vaping is not harmless and all the harms at this time are not known.*
2. *E-cigarettes and e-cigarette liquid should be kept out of reach of children as they can be a risk.*
3. *E-cigarette use by children and teens must be discouraged as it increases their likelihood of cigarette use.*

**Motion made by G. Bailey and seconded by B. Kellenberger to adopt the monthly BOH recommendation for August as proposed. Motion carried.**

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

1. FY 17/18 Quarterly Service Report (QSR), Third Quarter (April 1-June 30, 2018)

M. Cheatham reviewed the QSR for the third quarter of FY 17/18 indicating that tracking has been added for the International Board Certified Lactation Consultants (IBCLC) Program. He reported that services in Women, Infants, and Children (WIC), Family Planning (FP), and Immunizations (IMMS) were down; however, CSHCS, Hearing/Vision, and Fluoride Varnish were trending up.

For Environmental Health, M. Cheatham reported that the number of restaurant inspections was looking better than last year. Septic and well permits were on par with last year. Additionally, vacant land permits were at 413 for this year versus 130 for last fiscal year. He said that it was due in part to more residents building homes (improved economy), as well as better data collection with the new Hedgehog software.

2. Employee Survey Results

M. Cheatham reviewed the results of the Employee Survey, noting that last year, the survey was not conducted. The results showed that for the Agency Leadership questions, the responses decreased from prior years. For Agency Awareness, some of the results were at an all-time low. Regarding Strategic Planning, most of the results were good. Responses for Quality Improvement questions were all lower than prior years. He reported that Staff Focus responses were mixed with two areas holding steady and several lower than in prior years. M. Cheatham mentioned that the agency has had a lot of staff turnover, so new employees that might not know the answers to questions could be influencing the results. Regarding communication, M. Cheatham said that the leadership has been working on improvements, e.g., mini district-wide. He said that having two district-wide meetings a year instead of one might improve

communication and listening. He also said after Management Team meetings, management will send out a summary email to staff monthly (no attachment to open) updating staff.

3. Grant Update

M. Cheatham reviewed the grant update.

H. OLD BUSINESS:

1. Update on Hepatitis A Outbreak Response

M. Cheatham provided an update regarding the agency's Hepatitis A outbreak response stating that on July 31, 2018 the health department would be going to the suboxone clinic in Saint Johns to immunize their staff and patients. Handwashing stations were set up at the Carnival of Chaos at Moreland's Motocross in Montcalm County, as well as information distributed regarding Hepatitis A and how to get vaccinated.

2. MMDHD Rebranding Update

R. Pope provided an update regarding the agency's rebranding efforts stating that data collection was completed for the four surveys conducted (community partner, public, client, and staff). The committee will compile viable recommendations to move forward on through the month of August and prioritize them into short and long-term goals. Leslie Kinnee has received quotes regarding the website and logo redesigns. He indicated that a full rebranding report should be available by the end of August.

3. Ithaca Sanitary Landfill Investigation

M. Cheatham provided an update to the BOH regarding the Ithaca Sanitary Landfill investigation indicating that leather scraps from Wolverine Worldwide were dumped in the landfill. The MDEQ is investigating for possible contamination and plans to install six monitoring wells by September with testing to begin thereafter. He said he would keep the BOH updated regarding the test results.

D. Washington commented that some members of the Clinton County Parks and Recreation had expressed concern regarding PFAS in Clinton County. M. Cheatham mentioned that he could attend one of their upcoming meetings to discuss PFAS.

4. Agency Office Hours Proposal

M. Cheatham explained the proposal to change the posted office hours for the agency from 8 a.m. to 5 p.m. to now be 8 a.m. to 4:30 p.m. He clarified that posted hours are defined as when the doors will be open, although staff may be working hours different than the posted office hours. B. DeLong asked if the offices will be open during lunch. M. Bowerman mentioned that there will be one half hour when the agency would be closed – either 12 p.m. to 12:30 p.m. or from 12:30 p.m. to 1 p.m. M. Cheatham also mentioned that in the Community Health and Education Division, early and late clinics would continue to be held to serve the needs of the residents, although not necessarily posted on the building. The new hours and clinic schedules can be found on the agency's website, [www.mmdhd.org](http://www.mmdhd.org), Community Health, Clinic Schedules.

**Motion made by. G. Bailey and seconded by B. Kellenberger to approve the proposal to change the agency's office hours to 8 a.m. to 4:30 p.m., open one half hour at lunch as presented. Motion carried.**

I. NEW BUSINESS:

1. Statewide PFAS Water Sampling Effort for Community Water Supplies and Schools

M. Cheatham explained the State's efforts to conduct PFAS water sampling in the schools and community water supplies. He reviewed the progress of the sampling indicating MDEQ was working in counties from the south to the north.

2. Montcalm County Resource Recovery Agreement

M. Cheatham explained that Montcalm County was interested in contracting again with the agency for resource recovery services for FY 18/19. However, he indicated that there was discussion in the Solid Waste Committee to consider submitting the resource recovery services out for bid. He said that the funding was critical to the agency as it supports one half of an Environmental Health Specialist's time. He reported that the Agreement expires September 30, 2018, and was hopeful to have a new Agreement in place by then.

3. Emerging Issues – None.

J. LEGISLATIVE ACTION: None.

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District Board of Health Action Items, June 2018
2. Staffing Report

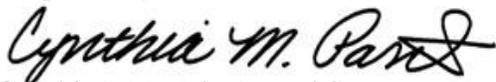
L. RELATED NEWS ARTICLES AND LINKS:

1. MMDHD News Articles Available Online at: <http://mmdhd.org/?q=node/141>

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting adjourned at 10:03 a.m.

Respectfully Submitted,



Cynthia M. Partlo, Board Secretary  
For Bruce DeLong, Chairperson  
Mid-Michigan District Board of Health