



# 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**  
Medical Director



**BOARD OF HEALTH**  
George Bailey  
Bruce DeLong  
Betty Kellenberger  
Tom Lindeman  
Laura McCollum  
Ken Mitchell

**BOARD OF HEALTH  
REGULAR MEETING**  
at  
Mid-Michigan District Health Department  
Gratiot County Branch Office  
Ithaca, Michigan

Conference Room A

Wednesday, July 22, 2015, 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, Bruce DeLong (Chairperson), Betty Kellenberger (Vice Chairperson), and Laura McCollum (*arrived at 10:21 a.m.*)

**Members Absent:** George Bailey

**Staff Present:** Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman, Director of Administrative Services; Bob Gouin, Director of Environmental Services; Andrea Tabor, Director of Community Health & Education; Jennifer Morse, M.D., Medical Director; and Cynthia M. Partlo, Board Secretary

**Staff Absent:** None

**Guests:** Megan Schultz, Public Health Nurse (PHN) I, Stacey Peterman, Public Health Representative/Hearing/Vision Technician, Jacob Kizer, Environmental Health (EH) Specialist I, Jamie Shepler, PHN I, and Jeannette Sternhagen, WIC Peer Counselor

B. DeLong, Chairperson called the regular meeting of the Mid-Michigan District Board of Health (BOH) to order at 10:00 a.m., on Wednesday, July 22, 2015, at the Gratiot County Branch Office of the Mid-Michigan District Health Department, Ithaca, Michigan.

Pledge of Allegiance was led by B. DeLong.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

**Motion made by T. Lindeman and seconded by K. Mitchell to approve the Agenda as presented.**

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held June 8, 2015
- b. Mid-Michigan District Board of Health Regular Meeting held June 24, 2015
- c. Mid-Michigan District Board of Health Personnel Committee Meeting held June 29, 2015
- d. Mid-Michigan District Board of Health Special Finance Committee Meeting held July 8, 2015

**Motion made by B. Kellenberger and seconded by K. Mitchell to approve Meeting Minutes B. 1. a. through d.**

2. Communications

- a. Letter dated June 30, 2015 to Marcus Cheatham, Health Officer from Diane Traver, Ph.D., R.D., WIC Consultant, Michigan Department of Health and Human Services regarding the successful completion of the WIC Management Evaluation
- b. Letter dated July 7, 2015 to Marcus Cheatham from Susan Moran, MPH, Senior Deputy Director, Michigan Department of Health and Human Services regarding appointment of Jennifer Morse, M.D. as provisional Medical Director for the Central Michigan District Health Department (CMDHD), Mid-Michigan District Health Department (MMDHD), and District Health Department #10 (DHD#10)
- c. National Association of Local Boards of Health (NALBOH) NewsBrief, Summer 2015

M. Cheatham introduced Jennifer Morse, Medical Director for the Central Michigan District, Mid-Michigan District, and District Health Dept. #10 Health Departments. Dr. Morse discussed her background as a primary care physician with a specialty in obesity. She has been assigned a mentor, Dr. Tammy Movsas, Midland County Medical Director to provide assistance and training. Additionally, she stated she applied to Michigan State University to work toward her Master's degree in Public Health and should hear if she's been accepted soon.

**Motion made by T. Lindeman and seconded by B. Kellenberger to approve Communications B. 2. a. through c. Motion carried.**

C. PUBLIC COMMENTS: None.

D. BRANCH OFFICE EMPLOYEES: M. Cheatham introduced the employees attending the Board of Health (BOH) meeting to satisfy the requirement of their orientation. The Board members also introduced themselves.

E. COMMITTEE REPORTS:

1. Finance Committee – Tom Lindeman, Chair

- a. Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Report for June 2015

**Motion made by T. Lindeman to approve and place the Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Report for June 2015 on file. Motion seconded by B. Kellenberger. Motion carried.**

- b. Mid-Michigan District Health Department's Expenses for June 13 – July 10, 2015

**Motion made by T. Lindeman and seconded by K. Mitchell to approve payment of the Mid-Michigan District Health Department's (MMDHD) Expenses for June 13 – July 10, 2015, totaling \$440,646.28. Motion carried.**

- c. FY 15/16 Proposed Draft Budget and Narrative, Presentation by Marcus Cheatham

M. Cheatham reviewed the FY 15/16 Budget and Narrative noting that the agency requested a 2% increase in county appropriations. M. Bowerman indicated there was a decrease in supplies and stated only three new computers were budgeted for FY 15/16. She commented that efficiencies will be created with the new Hedgehog EH software, so it is hoped that productivity will increase and expenses will continue to be reduced.

**Motion made by K. Mitchell and seconded by B. Kellenberger to approve the MMDHD's FY 15/16 Budget and narrative, forwarding the county appropriation requests to the corresponding counties. Motion carried.**

- d. FY 15/16 Proposed Agency Fees

T. Lindeman stated that the Finance Committee reviewed and approved the agency's FY 15/16 Proposed Fees.

M. Bowerman stated that there was a 2% increase in EH fees.

**Motion made by T. Lindeman and seconded by B. Kellenberger to adopt the MMDHD's FY 15/16 Fees as proposed. Motion carried.**

2. Personnel Committee – Betty Kellenberger, Chair

- a. Michigan Nurses Association (MNA) Contract Negotiations

B. Kellenberger stated that the Personnel Committee met on June 29<sup>th</sup>, and July 21<sup>st</sup>. The next Personnel Committee meeting is scheduled for July 29, 2015. The Personnel Committee also scheduled two additional meetings for August 7<sup>th</sup> and 21<sup>st</sup>.

3. Program Committee – Laura McCollum, Chair – No report.

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

F. MEDICAL DIRECTOR'S REPORT: Jennifer Morse, MD

1. Haemophilus Influenza Type b (HIB) Meningitis

Dr. Morse reported that there was a death of a young child within the last month in Montcalm County caused by Haemophilus Influenza Type a. She indicated that there are six strains of Haemophilus Influenza with the most infectious and invasive type being b. She indicated the child was vaccinated for Type b; however, the Type a strain was a serious case.

2. Animal Bites

Dr. Morse reported that the agency has been receiving several reports of bats being tested by the State for rabies coming back positive. She advised that those coming in contact with bats should have the bat tested for rabies. She stated that the Public Health Code requires that all animal bites be reported to the health department where the bitten person resides, as well as where the bite occurred within 24 hours of the bite incident.

J. Morse recommended the following be adopted as the BOH Monthly Healthy Living Recommendation for August:

1. *Parents should be encouraged to vaccinate their children against Hib and reminded it can still be a life-threatening illness, particularly in our Native American population.*
2. *All health care workers should be reminded that they need to report all animal bites. Parents should be encouraged to teach their children to never approach unfamiliar animals without permission and supervision. People should not attempt to touch wild animals.*

**Motion made by T. Lindeman and seconded by B. Kellenberger to adopt the monthly Board of Health recommendation for August as proposed. Motion carried.**

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

1. Grant Update

M. Cheatham provided an update regarding grants and reported that fundraising to expand the Sidney Dental Clinic has slowed. Three grant requests for funding have been declined. L. McCollum asked if the expansion of the Sidney Dental Clinic was a dead issue. M. Cheatham replied that a Taskforce meeting is scheduled for July 27<sup>th</sup> and the status of the expansion will be discussed.

Additionally, another grant to fund Emergency Medical Technicians (EMT) to provide basic preventative health education in the schools was declined. The agency has partnered with Emory University for a National Institutes of EH Sciences grant for \$125,000 to provide community and health care system outreach and education related to PBB and other contaminants in our district, particularly in St. Louis.

2. Schedule Annual Commissioner Forum

M. Cheatham stated that most of the responses had been received and it appeared that the best day for most was Thursday, October 1, 2015 at 11:30 a.m. The Board discussed a location and determined that the location of last year's event worked well.

**Motion made by T. Lindeman and seconded by B. Kellenberger to schedule the Annual Commissioner Forum for Thursday, October 1, 2015, 11:30 a.m. at the First Baptist Church Community Center in Carson City. Motion carried.**

3. National Association of County & City Health Officials (NACCHO) Forces of Change, *Findings from the 2015 Forces of Change Survey*

M. Cheatham reviewed the NACCHO Forces of Change survey results comparing our health department with the results. He reported that for several of the sections, our health department didn't quite fit the survey results; however, he is hopeful that the Michigan Association of Counties and MALPH can work together to develop positions on some of the issues identified in the Forces of Change survey.

L. McCollum stated that Gratiot County would be interested in learning more about the EMT's providing preventative health education in schools as Gratiot County's vulnerable children need more access to medical care. M. Cheatham mentioned that there was an innovative program beginning in Clinton County with their EMTs not funded by a grant. He is working with them to learn more about the program and will share the information with Gratiot and Montcalm Counties.

4. Third Quarter Service Report, FY 14/15 (April 1 through June 30, 2015)

A. Tabor provided an update regarding the CHED numbers for the third quarter of FY 14/15 stating that the Breast and Cervical Cancer Control Program (BCCCP) numbers were lower than budgeted due to the Affordable Care Act. For FY 15/16, the agency will now be receiving funding to provide navigation services to these women. Changes in the Maternal Infant Health Program (MIHP) have resulted in the highest number of visits ever recorded at 297. Additionally, A. Tabor reported that the agency has been approved to provide Veterans Services Exams and will soon begin being paid for seeing patients, which should offset declining revenues in the Family Planning Program.

B. Gouin provided an updated regarding the EH Division stating that the number of food service establishments district-wide has dropped slightly. Plan review services were supposed to be higher than budgeted; however, the numbers were down for the year. Well and septic permits are up and activity is extremely strong for the year in Montcalm and Clinton Counties. Nuisance complaints in Montcalm County are up for the year. Additionally, he reported that vacant land evaluations are up across the district. In summary, B. Gouin stated that with the demand for services exceeding capacity, the EH division will achieve all of the budgeted numbers thanks to the remarkable efforts of staff.

#### H. OLD BUSINESS:

1. Update on Letter of Support Chemical Bank (Sidney Dental Clinic Expansion)

M. Cheatham provided an update regarding the letter of support to Chemical Bank for the Sidney Dental Clinic Expansion that B. Delong signed last month stating that the letter was not sent because of issues with the ability to generate funding. The Taskforce decided not to send the letter at this time.

## 2. Watershed Monitoring

M. Cheatham described the Upper and Lower Maple River Watersheds, Pine River Watershed, and the Flat River Watershed and the grants awarded to address water quality in these watersheds. He explained the water sampling that will be done in each watershed by Alma College, Clinton County Conservation District, and Streamside Ecological Services. Data will be collected and submitted to the Michigan Department of Environmental Quality (MDEQ).

Additionally, M. Cheatham stated that the agency would be receiving funding from the Clinton Conservation District to enhance computer/software systems to improve information management at the health department in order to provide information to the public through a web-based platform. Health department records will also be digitized in the near future to enhance the usefulness to the public.

He reviewed the proposed Surface Water Monitoring Policy and requested BOH support for the agency's policy.

**Motion made by L. McCollum and seconded by B. Kellenberger to approve the Surface Water Monitoring Policy as proposed. Motion carried.**

## 3. Update on Mid-Michigan Pathways (MMP) to Better Health

M. Cheatham provided an update on MMP to Better Health stating that at the end of this month, Medicaid health plans will be required to submit their revised bids to the State that must include a plan to incorporate Community Health Workers (CHW). He stated that beginning in January, agencies will be able to bill for CHW services. Beginning next year, the agency would be able to sustain the CHWs through billing for services.

## 4. Update on Public Health Accreditation Board (PHAB) Site Visit, June 24-25, 2015

M. Cheatham stated that the PHAB site visit was June 24-25 and mentioned that the report from the PHAB evaluators should be received soon. The PHAB meets the second week in August to determine the status of the agency's national accreditation; therefore, we need to make any edits necessary to the report once received, and then return it to PHAB before they meet in August.

## 5. Update on Revised Total Coliform Rule (RTCR)

B. Gouin provided an update regarding the RTCR indicating that 310 sites within the district would fall under the RTCR. Out of 45 local health departments, our agency is 7<sup>th</sup> for the most sites falling under the RTCR. He reviewed the "to do" list for health departments, describing the additional work for the EH Division. He stated that a recommendation would come to the BOH in August, proposing that the health department take on 310 additional inspections annually, or have each facility conduct quarterly sampling and bear the increased costs. With either option, the health department would be underfunded. B. Gouin stated he was hoping the new EH software would bring efficiencies to this program. He also summarized that before he requests additional staffing, he would like to work through the program during FY 15/16 to develop a complete staffing proposal.

## I. NEW BUSINESS:

### 1. Emerging Issues - None

J. LEGISLATIVE ACTION:

1. Senate Bill No. 423

M. Cheatham explained Senate Bill No. 423 stating that the objective of the bill was to freeze food program fees at their current rate beginning January 1, 2016, and then fees would be rolled back December 31, 2017 to the fee established by MDEQ for an extended retail food service establishment. He reviewed the agency's fees for Type V restaurant licenses. In doing the math, M. Cheatham stated that the agency could lose up to \$60,000. He requested the Board speak with their legislators regarding the importance of local health departments retaining the ability to set their own food service license fees. M. Cheatham stated that MALPH was working with Senator Stamas (the sponsor of the bill) to show him that Senate Bill 423 takes away the ability of the locals to establish their own fees. M. Cheatham stated that an alternative solution would be to develop a statewide food code.

**Motion made by T. Lindeman and seconded by L. McCollum to request the Health Officer draft a resolution opposing Senate Bill No. 423 and forward it to MALPH, as well as legislators within our district. Motion carried.**

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District Board of Health Action Items, June 2015
2. Staffing Report

L. RELATED NEWS ARTICLES:

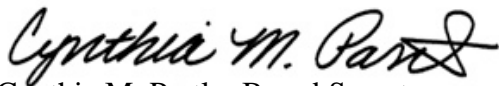
1. MMDHD News Articles available online at <http://www.mmdhd.org/boh-news-2015.html>

M. AGENCY NEWSLETTERS:

1. Inside MMDHD, Mid-Michigan District Health Department Health Enhancement Committee (HEC), Employee Newsletter, July 2015

There being no further business to come before the Board, the meeting adjourned at 11:49 p.m.

Respectfully Submitted,



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