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

January 25, 2017
10:00 a.m.

MINUTES

Members Present: Bruce DeLong, Tom Lindeman (*left at 12:00 p.m.*), Dwight Washington, and Betty Kellenberger

Members Absent: Sam Smith and George Bailey

Staff Present: Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman, Director of Administrative Services; Cindy Partlo, Executive Administrative Assistant; Bob Gouin, Director of Environmental Health (EH) (*arrived at 11:42 a.m.*)

Staff Excused: Jennifer E. Morse, M.D., Medical Director; Andrea Tabor, Director of Community Health and Education

Guests: None

Mark W. (Marcus) Cheatham, Health Officer called the Organizational Meeting of the Mid-Michigan District Board of Health (BOH) to order at 10:11 a.m., on Wednesday, January 25, 2017, at the Montcalm County Administrative Offices of the Mid-Michigan District Health Department (MMDHD), Stanton, Michigan.

The Pledge of Allegiance was led by M. Cheatham. Introductions were made.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

M. Cheatham opened the Organizational Meeting by requesting any additions or revisions to the Agenda. He requested that New Business I. 1. through 6. be moved to the first order of business in order to conduct election of officers.
Motion made by B. DeLong and seconded by T. Lindeman to move New Business I. 1. through 6. to the first order of business in order to conduct election of officers. Motion carried.

Motion made by B. Kellenberger and seconded by T. Lindeman to approve the Agenda as amended. Motion carried.

M. Cheatham asked B. Kellenberger to talk about the structure of the Board of Health, the rotation of the Board Chair, and committee appointments. B. Kellenberger expressed concern that both Gratiot County Commissioners were not present and the rotation of the Board Chair was to rotate to Gratiot County. In consideration of G. Bailey’s and S. Smith’s conflicts with attending meetings, she suggested that a Commissioner from Montcalm or Clinton County hold the position of Board Chair. The Board discussed the past rotations of the Board Chair.

I. NEW BUSINESS:

1. Election of Officers for 2017:
   a. Chairperson

      M. Cheatham requested nominations for Chairperson. T. Lindeman nominated B. DeLong. B. Kellenberger seconded the nomination.

      Motion made by T. Lindeman to close the nominations and cast a unanimous ballot for B. DeLong as Chairperson. Motion seconded by B. Kellenberger. Motion carried.

      M. Cheatham turned the meeting over to the Chairperson, B. DeLong.

   b. Vice Chairperson


      Motion made by B. Kellenberger to close the nominations and cast a unanimous ballot for T. Lindeman as Vice Chairperson. Motion seconded by D. Washington. Motion carried.

2. Appointment of BOH Secretary

   B. DeLong appointed the agency's position of Executive Administrative Assistant as BOH Secretary and designated that position carry out the posting of public notices for the Board.

   Motion made by B. Kellenberger and seconded by T. Lindeman to appoint the Executive Administrative Assistant position as BOH Secretary and designate that position carry out the posting of public notices for the Board. Motion carried.

3. Appointment of BOH Standing Committee Chairpersons and Membership: Assignments for 2017

   a. Finance Committee

      B. DeLong appointed himself, G. Bailey, and T. Lindeman to the Finance Committee. T. Lindeman will serve as Chairperson.
b. Personnel Committee

B. DeLong appointed B. Kellenberger, S. Smith, and D. Washington to the Personnel Committee. B. Kellenberger will serve as Chairperson.

c. Program Committee

B. DeLong appointed himself, T. Lindeman, and S. Smith to the Program Committee. B. DeLong will serve as Chairperson.

4. Appointment of BOH Representatives to External Organizations and Associations - Assignments for 2017

a. Mid-Central Coordinating Committee

B. DeLong appointed T. Lindeman, S. Smith, and D. Washington to the Mid-Central Coordinating Committee.

b. Michigan Association for Local Public Health (MALPH)

M. Cheatham explained the structure of the MALPH meetings.

B. DeLong appointed M. Cheatham as primary and Dwight Washington as alternate to the MALPH.

c. Well and Septic Stakeholders Committee

M. Cheatham explained why the Well and Septic Stakeholders Committee was added to the External Organizations and Associations for 2017, stating that due to the district-wide work of the Clinton Conservation District, the Committee would be reconvened in 2017 to monitor the progress of the project and implement the recommendations to reduce pollution in the Upper Maple River Watershed. He indicated that the Committee membership would be expanded to include additional representatives from all three counties.

B. DeLong appointed M. Cheatham and D. Washington to the Well and Septic Stakeholders Committee.

Motion made by B. Kellenberger and seconded by T. Lindeman to accept the standing committee appointments and external appointments for 2017. Motion carried.

5. Appointment of BOH Representatives to Internal Committees for 2017

a. Quality Vision Action Team (QVAT)

B. DeLong appointed B. Kellenberger to the QVAT.

Motion made by T. Lindeman and seconded by B. Kellenberger to accept the internal committee appointments. Motion carried.
6. Adoption of Proposed 2017 BOH Finance and Regular Meeting Schedule

   Motion made by B. Kellenberger and seconded by T. Lindeman to approve the 2017 BOH Finance and Regular Meeting Schedule as proposed. Motion carried.

B. CONSENT ITEMS:

1. Meeting Minutes
   a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held December 12, 2016
   b. Mid-Michigan District BOH Regular Meeting held December 21, 2016

2. Communications
   a. Letter dated December 14, 2016 to Marcus Cheatham from Mary C. Pino, Chief Assistant Prosecutor, Clinton County regarding an unlicensed mobile home park, Eagle Township
   b. Email message dated January 4, 2017 to Cindy Partlo from Penny Goerge, Executive Secretary, Clinton County regarding Clinton County BOH appointments
   c. Letter dated January 9, 2017 to MMDHD from Angie Thompson, Gratiot County Clerk to Mid-Michigan District BOH regarding Gratiot County BOH appointments for 2017
   d. Letter dated January 11, 2017 to Marcus Cheatham from Bob Clingenpeel, Montcalm County Controller/Administrator regarding Montcalm County appointments to the BOH for 2017

   M. Cheatham provided background regarding the issue with the unlicensed Clinton County mobile home park. He stated that Commissioners might hear of the issue and wanted them to be informed of the situation.

   Motion made by B. Kellenberger and seconded by T. Lindeman to accept and place the Consent Items on file. Motion carried.

C. PUBLIC COMMENTS: None.

D. BRANCH OFFICE EMPLOYEES: None.

E. COMMITTEE REPORTS:

1. Finance Committee:

      T. Lindeman and B. DeLong indicated that they reviewed the expenses and found no concerns.

   Motion made by T. Lindeman to approve the Mid-Michigan District Health Department’s Expenses for December 10, 2016 – January 20, 2017, totaling $423,637.78. Motion seconded by D. Washington. Motion carried.

Motion made by T. Lindeman to approve and place on file the MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for December 2016. Motion seconded by D. Washington. Motion carried.

c. New and Revised Fees

M. Bowerman stated that Board approval was needed for new primary care fees, as well as for adjustments to previously-approved fees. She indicated that the new fees were color shaded and the revised fees were white.

Motion made by B. Kellenberger and seconded by T. Lindeman to approve the new primary care fees retroactive to October 1, 2016 and immediately for revised fees. Motion carried.

d. Singlewire Software Proposal for Paging and Emergency Notification

M. Bowerman stated that she would like the BOH to table the topic to February. M. Cheatham provided some background regarding the proposal stating that the agency received partial funding for the project from the Montcalm County Emergency Services (MCES). He explained the need for the software to the Board citing a few incidents where it would have been beneficial. M. Bowerman added that it enables the agency to communicate with staff out in the field during an emergency. B. DeLong asked if the agency checked with Clinton and Gratiot Counties to see if additional funding was available. M. Cheatham commented that was a good idea and indicated he would ask Hailey Brewer, Emergency Preparedness Coordinator to check with them. M. Bowerman reported that the initial quote was $11,000; however, some of the services were not needed, so that reduced the cost to approximately $8,000. D. Washington asked if there was a limit on how many individuals could be served through the software. M. Bowerman replied that she didn’t think there was a limit, but would confirm. The BOH tabled the topic to their February regular meeting.

2. Personnel Committee – No report.

3. Program Committee – No report.

4. Mid-Central Coordinating Committee – No report.

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

M. Cheatham provided the Medical Director’s Report in Dr. Morse’s absence.

1. Evidence-Based Public Health Practice

M. Cheatham provided background regarding a grant that former Clinton Co. Commissioner, Jack Enderle was able to obtain for the agency regarding evidence-based practices through the Community Guide. He explained that the Community Guide was very useful because it summarizes the scientific data that has already been proven to work.

He recommended the following be adopted as the BOH Monthly Healthy Living Recommendation for February:
1. Support evidence-based medicine and evidence-based public health practices; ask your health care providers what the research shows to be the recommended treatments or screening you need or use the websites listed above to find the standard of care.

2. Be very leery of any non-expert (e.g., news, magazine, bloggers, etc.) interpretation of medical research. Research study findings are often misrepresented and the limitations of studies are almost never discussed. Review the original research yourself or discuss the findings of the study with your health care provider if you are interested or concerned.

M. Cheatham suggested a correction to the Healthy Living Recommendation 2. stating that he would like to add “discuss the findings of the study with your health care provider or local health department....”

Motion made by B. Kellenberger and seconded by T. Lindeman to adopt the BOH Monthly Healthy Living recommendation for February as amended. Motion carried.

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

1. Quarterly Service Report, First Quarter FY 16/17 (October 1, 2016 through December 31, 2016)

M. Cheatham explained the Quarterly Service Report (QSR) and reviewed program numbers, as well as division reports for Community Health and Education and EH Divisions for the first quarter of FY 16/17. He reported that the State has taken the vending inspection program away from local health departments, which caused the service numbers for Food to decline. He also reported a decline in service numbers for Family Planning (FP) and the Women, Infants, and Children’s (WIC) Programs.


M. Cheatham encouraged BOH members to register for the NACCHO 2017 Annual Conference in Pittsburgh, Pennsylvania, and to let C. Partlo know if interested in attending.

3. FY 16/17 Client Satisfaction Survey, First Quarter (October 1, 2016 through December 31, 2016)

M. Cheatham reviewed the first quarter Client Satisfaction Survey report stating the responses are fairly consistent. M. Bowerman stated that in order to obtain more information from clients, the questions may occasionally be changed. Client comments were also reviewed.

4. Health Officer Trip to Virginia, January 31 – February 2, 2017

M. Cheatham mentioned that he will be traveling to Virginia to attend a Joint Public Health Informatics Task Force (JPHIT) meeting January 31st and will be returning late February 2nd. He explained electronic case reporting and mentioned that the JPHIT would be working on pilot sites for the initiative. He said all expenses would be paid by NACCHO, and he would be available by phone if needed.

5. Section 298 Initiative Interim Report, Coordination of Physical and Behavioral Health Services

M. Cheatham explained the Section 298 Initiative to integrate physical and behavioral health services. He mentioned that the State is soliciting input from local governmental agencies regarding the initiative. He reported that the agency has partnered with the Montcalm Care Network to submit a proposal to the
State regarding collaboration between the agencies. He briefly explained the proposal stating that enhanced Medicaid reimbursement was available to certain agencies that serve low-income uninsured individuals, such as mental health agencies and Federally Qualified Health Centers. Additionally, the My Community Dental Centers in Sidney and Saint Johns also receive enhanced reimbursement. M. Cheatham indicated that the proposal submitted to the State requests that Community Health Workers be financially supported through Hubs receiving enhanced reimbursement as this program provides much-needed services to the uninsured. He provided background regarding the relationship with the Ingham County Hub, indicating that the Hubs need additional funding in order to be sustainable.

Motion made by B. Kellenberger and seconded by T. Lindeman to approve the Health Officer’s report. Motion carried.

H. OLD BUSINESS:

1. Clinton County Conservation District & Mid-Michigan District Health Department Well and Septic Stakeholder Committee

M. Cheatham provided background regarding development of the Upper Maple River Comprehensive Watershed Management Plan. He indicated one part of the Plan addresses E.coli in rivers and includes three recommendations:

   a. Health Department should digitized records;
   b. Conduct a Public Education Campaign regarding septic tanks; and
   c. Explore alternatives to the current EH Regulations to increase septic inspections.

M. Cheatham indicated that the progress has moved along to the point where all three counties are getting involved in watershed management. He reported the Clinton County Conservation District was reconvening the Well and Septic Stakeholder Committee to work on the recommendations in early March. At Montcalm County Commissioner, John Johansen’s request, a seminar will be held at Montcalm Community College on February 23, 2017 to inform the community on the progress that has been made.

I. NEW BUSINESS:

7. Public Health Advisory Commission

B. Gouin indicated that he was appointed to serve on the Public Health Advisory Commission and explained the purpose of the Commission, indicating that it was formed in December 2016 by Executive Order of the Governor. The Commission was established because of the Flint water crisis. Their mission was to assess the current public health delivery system in Michigan at both the State and local level, look at other states for best practices, and make policy recommendations that refer to organizing public health delivery across Michigan at the State level, between the State and at the local level, and evaluate the Public Health Code to see if any changes needed to be made. He provided an overview of the three meetings that have been held to date. There was discussion regarding the dismantling of the State Public Health Department that occurred in the 1970s and consensus was that an overarching agency that oversees all the State departments needed to be created to ensure that services are delivered to the public correctly. Additionally, stakeholders felt that there was duplication of many services at the State and local level. He mentioned that a final report and recommendations was due by April 1, 2017. M. Cheatham added that the Public Health Advisory Commission meets every two weeks.
8. Emerging Issues

M. Cheatham provided background regarding an outbreak of Seoul virus in Wisconsin and Ohio. Seoul virus is transmitted to humans from rats. The Centers for Disease Control and Prevention (CDC) determined that infected rats could have come from an animal-breeding facility in Clinton County. M. Cheatham stated that the facility is Food and Drug Administration (FDA) certified and the owner is cooperating with the investigation. Our Public Health Nurses are collecting specimens from family members and sending them to the CDC for testing. He stated that the topic was informational.

J. LEGISLATIVE ACTION: – None.

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, December 2016

2. Staffing Report

L. RELATED NEWS ARTICLES AND LINKS:

1. MMDHD News articles available online at http://mmdhd.org/?q=node/117


M. AGENCY NEWSLETTERS:

1. “Inside MMDHD”, Health Enhancement Committee (HEC), December 2016

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

Respectfully Submitted,

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