BOARD OF HEALTH
REGULAR MEETING

at
Mid-Michigan District Health Department
Clinton County Branch Office
St. Johns, Michigan

Wednesday, February 22, 2017
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: Tom Lindeman, Vice Chairperson; Dwight Washington; Sam Smith (called into the meeting at 10:15 a.m.); and Betty Kellenberger

Members Absent: Bruce DeLong, Chairperson; and George Bailey

Staff Present: Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman, Director of Administrative Services; Cindy Partlo, Board Secretary; and Jennifer E. Morse, M.D., Medical Director; Andrea Tabor, Director of Community Health and Education Division

Staff Absent: None

Guests: Norm Keon, Epidemiologist; Shelly McPherson, Community Health Worker (CHW); and Molly Smith, CHW

T. Lindeman, Vice Chairperson called the regular meeting of the Mid-Michigan District Board of Health (BOH) to order at 10:00 a.m., on Wednesday, February 22, 2017, at the Clinton County Branch Office of the Mid-Michigan District Health Department (MMDHD), St. Johns, Michigan.

Pledge of Allegiance was led by T. Lindeman.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

T. Lindeman mentioned that there was no quorum for the meeting. Molly Smith and Shelly McPherson, CHWs were introduced. There was discussion regarding the required action items. M. Cheatham
suggested calling G. Bailey in an attempt to obtain a quorum. There was no answer. B. Kellenberger suggested calling S. Smith on his cell phone to see if he would answer. C. Partlo also sent an email message requesting his participation in two required action items. T. Lindeman stated that the actions could be ratified at the BOH meeting on March 22, 2017.

**Motion made by B. Kellenberger and seconded by D. Washington to move item E. 1. d. Consideration to Purchase Singlewire InformaCast Software and I. 1. a. CHW Program, Letter to Nick Lyon dated February 22, 2017 to the first order of business. Motion carried 3-0.**

**E. COMMITTEE REPORTS:**

1. Finance Committee – Tom Lindeman, Chair

   d. Consideration to Purchase Singlewire InformaCast Software

   S. Smith called into the meeting at 10:15 a.m. M. Cheatham provided background regarding the Singlewire InformaCast software stating that the agency needed to urgently purchase the equipment; therefore, the BOH was calling him in order to have a quorum with his vote. M. Cheatham explained the purpose for the software and that it would cost $5,521.87; however, $3,335.00 has been awarded to the agency from the Montcalm County Emergency Services (MCES), a separate agency from Montcalm County, to apply to the cost. At the January Organizational Meeting, the BOH directed the agency to request funding from the Gratiot and Clinton County Emergency Managers as well. They were excited about the new software; however, did not budget for funding it this fiscal year. Nevertheless, both would be willing to assist the agency with the ongoing maintenance costs in the future. He stated that after applying the MCES funding to the total cost, the agency would be responsible for $2,186.87. S. Smith asked if the software would be housed on a server at the agency. M. Bowerman replied that she believed it would be housed on the agency’s server. S. Smith asked if staff in the field could alert back to Administrators if they were having a problem. M. Bowerman replied that she thought it had that capability but would look into it. She also stated she was exploring using emergency preparedness funding or technology funds to pay the agency’s portion.

   **Motion made by B. Kellenberger and seconded by D. Washington to authorize the agency to purchase Singlewire InformaCast software on a three-year Agreement from CDW at a cost not to exceed $5,521.87 and authorize $2,186.87 to be used from the technology reserve fund as partial payment with the remaining balance coming from the Montcalm County Emergency Services (MCES) award. Motion carried 4-0.**

**I. NEW BUSINESS:**

1. Community Health Worker (CHW) Program, Shelly McPherson and Molly Smith, CHWs

   a. Letter to Nick Lyon dated February 22, 2017

   M. Cheatham mentioned that Shelly and Molly were attending to give a moving presentation regarding the State’s failure to keep the CHW Program sustainable, and as part of that presentation, he was going to request the BOH to authorize B. DeLong, BOH Chairperson to sign a letter to Nick Lyon which was included with the meeting materials. After discussion, the BOH requested C. Partlo to change the signer on page 2 of the letter to Tom Lindeman, Vice Chairperson. The BOH determined that action could be taken if a
quorum was reached upon one of the BOH members calling into the meeting. When S. Smith called into the meeting, M. Cheatham briefly described the CHW Program and the inability for the agency to bill for those services. He read the letter addressed to Nick Lyon, Director of the MDHHS requesting the State to take action to make the CHW Program sustainable. S. Smith left the meeting at 10:23 a.m.

Motion made by B. Kellenberger and seconded by D. Washington to authorize the Vice Chairperson to sign the letter to Nick Lyon regarding the CHW Program. Motion carried 4-0.

Shelly McPherson and Molly Smith, CHWs for the agency, provided an overview of the CHW Program mentioning that initially, the program accepted most referrals; therefore, the CHWs were very busy. Since then, the program has contracted with health plans; but the plans do not refer many eligible people. Referrals are received now through McLaren and Priority Health Plan. They discussed how the work they do has been restricted due to the change in eligibility criteria. Additionally, Shelly discussed the initiative to certify CHWs that was being spearheaded by MICHWA, stating that she has been appointed to sit on their Board to assist with the Program. Furthermore, she said that the State was dragging their feet on methods to keep the Program sustainable; however, the State is looking at options for how the services could be billed through the Medicaid program.

F. CONSENT ITEMS:

1. Meeting Minutes
   a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held January 9, 2017
   b. Mid-Michigan District Board of Health Organizational Meeting held January 25, 2017

2. Communications

Motion made by B. Kellenberger to table the Consent Items until the March 22, 2017 Regular Meeting. Motion seconded by D. Washington. Motion carried 3-0.

G. PUBLIC COMMENTS: None

H. BRANCH OFFICE EMPLOYEES: None
I. COMMITTEE REPORTS:

1. Finance Committee – Tom Lindeman, Chair

   a. Mid-Michigan District Health Department’s Expenses for January 21 through February 17, 2017

      T. Lindeman tabled approval of the payment of MMDHD expenses until the March 22, 2017 Finance Committee Meeting.

   b. Mid-Michigan District Health Department’s Monthly Balance Sheet, Revenue and Expenditure Report for January 2017


   c. FY 17/18 Budget Development Schedule

      Motion made by B. Kellenberger and seconded by D. Washington to approve the FY 17/18 Budget Development Schedule and authorize M. Cheatham to work with the Finance Committee to schedule a Special Finance Committee Meeting for Wednesday, May 10, 2017, with the time and place to be determined. Motion carried 3-0.

2. Personnel Committee – Betty Kellenberger, Chair

   M. Bowerman stated that the Teamsters Local 214 Contract expires September 30, 2017; therefore, the Personnel Committee would be meeting this summer to consider a new contract.

3. Program Committee – Bruce DeLong, Chair – No topics.

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

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

1. Vapor Intrusion

   Dr. Morse stated that her topic was selected because of an issue that arose in Big Rapids (District Health Department #10) regarding a vapor intrusion that the Michigan Department of Environmental Quality (MDEQ) had been tracking for three years. She provided an overview of issue indicating that District Health Department #10 (DHD #10) was asked to evacuate everyone from the affected building immediately because the soil samples taken registered high levels of tetrachloroethylene. She stated that the MDEQ guidance document states that actual air samples must be obtained if soil samples are high before making any decisions. Dr. Morse insisted that air quality samples be taken at the MDEQ’s expense. Samples were obtained that showed only a slightly elevated level.

   Dr. Morse indicated that communication continues to be poor and that MDEQ and health officers are working on improving communications. MDEQ is challenged because they do not have the funding to pay for mitigation. M. Cheatham reviewed the volatile chemical sites in each county within our district stating that the legislature has not provided funding to support the mitigation
of 7,544 hazardous sites in Michigan. T. Lindeman asked if the BOH should write our legislators. After discussion, the BOH agreed to revisit this topic at the March Regular BOH meeting for possible action. Dr. Morse recommended submitting letters from the Boards of Health for MMDHD, Central Michigan District Health Department and DHD #10, which would represent 19 counties. M. Cheatham suggested that the topic could also be brought up with legislators at the annual Day at the Capitol event held this spring. He also showed the Board how to access the mapping system to view the contaminated sites throughout the State. T. Lindeman suggested that this could also be a topic for the annual commissioner forum.

She recommended the following be adopted as the BOH Monthly Healthy Living Recommendation for March:

1. **Be aware of what a vapor intrusion is and what can be done for it; see**
   - [https://www.atsdr.cdc.gov/docs/atsdr_vapor_intrusion.pdf](https://www.atsdr.cdc.gov/docs/atsdr_vapor_intrusion.pdf)
   - [https://www.atsdr.cdc.gov/docs/atsdr_vapor_investigation.pdf](https://www.atsdr.cdc.gov/docs/atsdr_vapor_investigation.pdf)

2. **For accurate information about toxic substances, such as chemicals that cause vapors, see**
   - The Agency for Toxic Substances and Disease Registry

3. **If you would like to see how a sub-slab soil vapor sample is taken using a vapor pin, see the Vapor Intrusion Sampling video provided by MDEQ at**
   - [https://www.youtube.com/watch?v=XWwTOXaP5vs&feature=youtu.be](https://www.youtube.com/watch?v=XWwTOXaP5vs&feature=youtu.be)

**Motion made by B. Kellenberger and seconded by T. Lindeman to authorize M. Cheatham to strongly move forward with the BOH recommendations. Motion carried 3-0.**

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

   M. Cheatham stated that the topic was provided for information only and showed the link to the website.

2. **National Association of County & City Health Officials (NACCHO) 2016 National Profile of Local Health Departments Report - [www.nacchoprofilestudy.org](http://www.nacchoprofilestudy.org)**
   M. Cheatham accessed the link and reviewed the NACCHO 2016 National Profile of Local Health Departments Report stating that there was good public health data contained in the report.

3. **National Academy for State Health Policy (NASHP), Repeal Impacts of the Affordable Care Act**
   M. Cheatham reviewed the NASHP stating that it provided good information on how public health would be impacted if the Affordable Care Act (ACA) was repealed. M. Cheatham stated that our legislators needed to be educated on the effects of a repeal of the ACA.

4. **Grant Update**
   M. Cheatham reviewed the Grant Update stating that the agency received continuation funding for two cross-jurisdictional sharing projects totaling $44,394. Additionally, YouThink provided the agency with $5,000 for data work that Rex Hoyt, Data Specialist will do for them.
5. Michigan Public Health Institute (MPHI) BOH Training, Governance in Action for Public Health

M. Cheatham reviewed the training modules provided for public health governance and asked the BOH if they were interested in participating in the trainings. He said in order to see the content; a small fee would need to be paid. He mentioned that the trainings could be done at upcoming BOH meetings as they are not too lengthy. M. Cheatham suggested that the BOH could direct him to ask MPHI if he could view the content of the modules before spending the money for the trainings. The BOH concurred, and the topic will be placed on the agenda for the March Regular Meeting.

H. OLD BUSINESS:

1. Restructure Organizational Meeting Agenda

Tabled to the March 22nd meeting for discussion with the full BOH.

J. NEW BUSINESS:

2. Role of Health Department Epidemiologist, Norm Keon, Epidemiologist

Norm Keon, MMDHD Epidemiologist provided an overview of a local health department epidemiologist’s job responsibilities. He mentioned that surveillance is a large part of his responsibilities, and he monitors disease reports for indications of possible outbreaks. He reviewed a few case studies with the BOH.

3. Emerging Issues – None.

J. LEGISLATIVE ACTION:

1. Legislative Update

M. Cheatham briefly reviewed the Legislative Update noting there were 10 bills related to lead. Additionally, there were no bills related to vapor intrusion.

2. Defunding Planned Parenthood

M. Cheatham reviewed House Bill (HB) No. 4221 and Senate Bill (SB) No. 162 stating that these bills describe how the State will no longer give Title X funding to Planned Parenthood as they are an abortion provider. He said the language in the bill would allow local health departments (LHDs) to continue the Family Planning Program since LHDs are already barred from providing or referring for elective abortion. He indicated that teen pregnancy rates have drastically declined over the past several years, and we do not want to risk reversing this trend. Additionally, M. Cheatham commented that in areas where only Planned Parenthood performs Family Planning services, the State needs to ensure that Family Planning services are provided to the residents that need them.

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District Board of Health Action Items, January 2017

2. Staffing Report
3. **Influenza-like Illness Cases Report to the MMDHD by County and District, 2016-2017**

   N. Keon explained the Influenza-like Illness Cases Report to the MMDHD by County and District, 2016-2017 graph stating that typically, influenza-like illness begins to peak in February annually. He described how the influenza vaccine is created stating that usually multiple strains are included, but the vaccine doesn’t always exactly match the circulating strains.

**M. RELATED NEWS ARTICLES AND LINKS:**

1. MMDHD News Articles Available Online at: [http://www.mmdhd.org/?q=node/118](http://www.mmdhd.org/?q=node/118)

**N. AGENCY NEWSLETTERS:** None

There being no further business to come before the Board, the meeting adjourned at 12:07 p.m.

Respectfully Submitted,

Cynthia M. Partlo  
Board Secretary For  
Tom Lindeman, Vice Chairperson  
Mid-Michigan District Board of Health