BOARD OF HEALTH
REGULAR MEETING

at
Mid-Michigan District Health Department
Gratiot County Branch Office
Ithaca, Michigan

Conference Room A

Wednesday, March 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: Dwight Washington (arrived at 10:10 a.m.), Tom Lindeman (Vice Chairperson), Bruce DeLong (Chairperson), George Bailey (left at 11:31 a.m.), and Betty Kellenberger

Members Absent: Sam Smith

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

Staff Absent: None

Guests: Alison Barnes, CPA, Yeo & Yeo

B. DeLong, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 10:06 a.m., on Wednesday, March 22, 2017, at the Gratiot County Branch Office of the Mid-Michigan District Health Department (MMDHD), Ithaca, Michigan.

Pledge of Allegiance was led by B. DeLong.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

M. Cheatham requested that Capital Crossings Mobile Home Park, Clinton County be added as item H. 6. T. Lindeman requested that item E. 1. e., FY 15/16 Audit be moved to the first order of business.
Motion made by T. Lindeman and seconded by G. Bailey to move item E. 1. e., FY 15/16 Audit to the first order of business and approve the Agenda as amended. Motion carried.

E. COMMITTEE REPORTS:

1. Finance Committee – Tom Lindeman, Chair
   
   c. FY 14/15 Audit – Yeo & Yeo

   Alison Barnes, CPA from Yeo & Yeo reported that they prepared the FY 15/16 Audited Financial Statements including a Single Audit Report. She stated that the process and working with staff went well. She reviewed portions of the Financial Statements noting that the opinion given was an unmodified, clean opinion. She recommended that the BOH annually approve a schedule of committed funds for the general operating fund as outlined on page 3-10 in the Audit. She also reviewed a schedule of long-term contracts and leases receivable as outlined on page 3-13. Additionally, she said that an adjustment was required to uncompensated absences where employee total hourly leave balance was recorded, not the amount of leave time to be paid out at separation of employment (which was less). Furthermore, unearned revenue regarding the dental clinic should have been stated as restricted fund balance, lease contracts were recorded as unearned revenue and should have been included in deferred inflow. In summary, she stated that there appeared to be a misunderstanding of these items with the prior accounting firm; however, there should not be issues going forward as the recommended adjustments have been made.

   She reviewed the Single Audit Report indicating that the Federal award program examined was the Women, Infants, and Children’s Program (WIC). There was one material weakness in adjusting journal entries and one significant weakness regarding Federal procedures (e.g., policies regarding Federal procedures) was identified from this Federally-funded program. The significant weakness was corrected and these findings should not be an issue in the future. No Federal award findings were found. Alison Barnes stated that M. Bowerman will be working on four policies covering Federal procedures over the coming months to present to the BOH for approval. G. Bailey stated that having findings allows the agency to improve and was thankful that the agency changed auditors.

   Motion made by B. Kellenberger and seconded by T. Lindeman to receive and place the FY 15/16 Audited Financial Statements on file. Motion carried.

Motion made by B. Kellenberger and seconded by T. Lindeman to reaffirm the motions made at the February 22, 2017 meeting. Motion carried.

B. 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 Regular Meeting held January 25, 2017
c. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held February 13, 2017

d. Mid-Michigan District Board of Health Regular Meeting held February 22, 2017

2. Communications

b. Public Health Accreditation Board (PHAB) Annual Report, Section II

M. Cheatham reported that the incorrect document was included in the BOH packet for item 2. b. He distributed a revised document to the BOH that described the items that the agency needed to work on regarding Performance Management and Quality Improvement.

Motion made by B. Kellenberger to accept and place on file Meeting Minutes B. 1. a. through d. and Communications B. 2. a. and b. Motion seconded by G. Bailey. Motion carried.

Motion made by T. Lindeman to go into closed session at 11:03 a.m. Chairman DeLong requested a roll call vote. C. Partlo called the roll: G. Bailey - Yes, B. Kellenberger - Yes, T. Lindeman - Yes, D. Washington - Yes, and B. DeLong - Yes. Motion carried 5-0.

The BOH returned to open session at 11:13 a.m.

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 January 21 through February 17, 2017

   Motion made by T. Lindeman to approve payment of the Mid-Michigan District Health Department’s Expenses for January 21 through February 17, 2017, totaling $411,967.32. Motion seconded by G. Bailey. Motion carried.

b. Mid-Michigan District Health Department's Expenses for February 18 – March 17, 2017

   Motion made by T. Lindeman to approve payment of the Mid-Michigan District Health Department’s Expenses for February 18 – March 17, 2017, totaling $411,501.47. Motion seconded by G. Bailey. Motion carried.
c. Mid-Michigan District Health Department’s Monthly Balance Sheet, Revenue and Expenditure Report for February 2017

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 February 2017. Motion seconded by G. Bailey. Motion carried.

d. Revised FY 17/18 Budget Development Schedule

M. Bowerman stated that a draft copy of the FY 17/18 Budget would be mailed to the full BOH for review on May 3, 2017 and mentioned that if any Board member had questions to contact a Finance Committee member.

Motion made by T. Lindeman and seconded by G. Bailey to approve the Revised FY 17/18 Budget Development Schedule and to schedule the Special Finance Committee Meeting for May 8, 2017, 2 p.m. at the Gratiot Branch Office, Ithaca. Motion carried.

Motion made by T. Lindeman and seconded by G. Bailey to place the Finance Committee Report on file. Motion carried.

2. Personnel Committee – Betty Kellenberger, Chair – No report.

3. Program Committee – Bruce DeLong, 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. Influenza: How Well Does the Vaccine Work and Why Don’t More People Get It?

Dr. Morse provided an overview of her report on why people do not receive the influenza vaccine. She also reviewed statistics with the BOH indicating that the vaccine efficacy over a ten-year period was approximately 47%. She explained that this was due to the changing make-up of the virus from year-to-year.

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

1. Support annual influenza vaccination efforts.

D. Washington asked about iVaccinate. Dr. Morse provided an overview of the program indicating that the statewide campaign began this week. She said anyone with questions or concerns regarding vaccination can find accurate data at: https://ivaccinate.org/answering-your-questions/. She also stated that immunization waiver rates were also reported on the site.

Dr. Morse also provided an update regarding concerns in Montcalm County with Animal Control reporting of bites and follow-up. Dr. Morse indicated that she talked with the Angela Hollinshead and Sheriff Mike Williams, as well as City Police Chiefs and a State of Michigan Trooper about animal control concerns in Montcalm County. The group worked out a plan to establish a few kennels with a lockbox including a code or key for strays to be secured when picked up after hours or on the weekends.
by Montcalm County Officers. Other concerns were also discussed regarding residents dropping animals off after hours and wildlife captures. B. Kellenberger mentioned that she received feedback that Dr. Morse’s attention to this issue was very much appreciated.

**Motion made by T. Lindeman and seconded by G. Bailey to adopt the BOH Monthly Healthy Living Recommendation for April as proposed and accept the Medical Director’s Report and place on file. Motion carried.**

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


   M. Cheatham encouraged Board members to consider attending the Michigan’s Premier Public Health Conference and mentioned that if interested to let C. Partlo know.

2. Draft 2016 Mid-Michigan District Health Department Annual Report

   M. Cheatham distributed draft copies of the MMDHD 2016 Annual Report and reviewed it with the BOH. He also asked them for their feedback by sending him an email message or by calling.

3. Grant Update

   M. Cheatham indicated that the topic was postponed to the April 26, 2017 BOH Regular Meeting.

4. Board of Commissioners Meetings

   M. Cheatham mentioned that he would be attending Commissioners meetings on: Thursday, March 30, 2017 in Clinton County; Tuesday, April 18, 2017 in Gratiot County; and Monday, April 10, 2017 in Montcalm County. He asked if there were any specific topics the BOH would like him to cover. D. Washington suggested vapor intrusion. The BOH indicated that they would think on it and pass along any ideas to him.

5. Power Outage, Environmental Health Food Service Work

   M. Cheatham provided an overview of the actions taken by the health department during the recent power outage to keep the public safe. He mentioned that there were no foodborne outbreaks from the power outages.

H. OLD BUSINESS:

1. Michigan Public Health Institute (MPHI) BOH Training, Governance in Action for Public Health

   M. Cheatham reported that he contacted MPHI regarding the training and also discussed with MALPH. He stated that MALPH decided to purchase the training for access by all local health departments within the State.
2. Vapor Intrusion, Draft Letter to Legislators

M. Cheatham reviewed the draft letter to legislators encouraging them to support funding for vapor intrusion and requested approval to have the Board Chair sign it.

Motion made by B. Kellenberger and seconded by T. Lindeman to authorize the Board Chair to sign the vapor intrusion letter to legislators. Motion carried.

3. Restructure Organizational Meeting Agenda

Topic postponed to the April 26, 2017 Regular BOH Meeting.

4. PBB Research

Topic postponed to the April 26, 2017 Regular BOH Meeting.

5. Watershed Planning

Topic postponed to the April 26, 2017 Regular BOH Meeting.

6. Capital Crossings Mobile Home Park

M. Cheatham distributed information updating the BOH regarding the Capital Crossings Mobile Home Park issue in Clinton County. He provided background stating that the Michigan Department of Licensing and Regulatory Affairs (LARA) declined to reissue the license for the park in June 2015 and relinquished responsibility for inspections and enforcement to Clinton County in July 2016. Mary Pino, Clinton County Prosecutor sent a written reply to LARA stating that according to the Public Health Code and Mobile Home Act, LARA can continue to regulate and prosecute the owner.

M. Cheatham updated the BOH regarding the health department’s actions and indicated that at the request of the Clinton County Commissioners and Mary Pino, a walkthrough was done on February 24, 2017 by EH staff, Eagle Township representatives, Clinton County Drain Commissioner and Code Enforcement staff, as well as the Michigan Department of Environmental Quality (MDEQ). MDEQ completed an inspection form, took photos, and placed the inspection on their website. One significant finding was that the sewage system was currently off line for repairs and waste was being stored in the lagoon. He said that the Clinton County and Eagle Township staff asked the Health Department to involve Senator Jones’ and Representative Leonard’s offices on the issue and to request them to encourage MDEQ and LARA to carry out enforcement against the owner.

I. NEW BUSINESS:

1. MALPH Day at the Capitol and Release of 2017 County Health Rankings, Wednesday, April 19, 2017

M. Cheatham mentioned that the MALPH Day at the Capitol was scheduled for Wednesday, April 19, 2017 in Lansing. He indicated the 2017 County Health Rankings would be released that day and asked if any BOH members were interested in attending to meeting with legislators. B. Kellenberger indicated she would attend.
2. Exploring the Concept of a Food HUB
   Topic postponed to the April 26, 2017 Regular BOH Meeting.

3. Emerging Issues – None

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:
   1. Mid-Michigan District Board of Health Action Items, February 2017
   2. Staffing Report

L. RELATED NEWS ARTICLES:
   1. MMDHD News Articles available online at www.mmdhd.org/?q=node/119

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting adjourned at 12:05 p.m.

Respectfully Submitted,

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