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

Conference Room A

Wednesday, July 26, 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, George Bailey, Betty Kellenberger, and Bruce DeLong, Chairperson

Members Absent: Sam Smith and Dwight Washington

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

Staff Absent: Andrea Tabor, Director of Community Health and Education

Guests: Hailey Brewer, Emergency Preparedness Coordinator

B. DeLong, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health to order at 10:02 a.m., on Wednesday, July 26, 2017, 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:

1. M. Cheatham requested to add Michigan Department of Agriculture Committee to deal with State liability issues as item I. 3. a.
2. M. Cheatham requested to add PBB Webinar as item I. 3. b.

3. T. Lindeman requested to add MMDHD logo as item I. 3. c.

Motion made by B. Kellenberger and seconded by T. Lindeman 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 12, 2017
   b. Mid-Michigan District Board of Health Regular Meeting held June 28, 2017
   c. Mid-Michigan District Board of Health Closed Meeting held June 28, 2017

   Motion made by G. Bailey to accept and place on file meeting minutes B. 1. a. through c. Motion seconded by T. Lindeman. Motion carried.

2. Communications
   a. National Association of Local Boards of Health (NALBOH) NewsBrief, Summer 2017

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

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 June 24 through July 21, 2017

      Motion made by T. Lindeman to pay the Mid-Michigan District Health Department’s Expenses for June 24 through July 21, 2017, totaling $410,876.47. Motion seconded by G. Bailey. Motion carried.

   b. Mid-Michigan District Health Department’s Monthly Balance Sheet, Revenue and Expenditure Report for June 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 June 2017. Motion seconded by G. Bailey. Motion carried.

T. Lindeman indicated that the agency received a net asset distribution from MMRMA in the amount of $21,515 for 2016 and stated that it was for information only.

d. Gym Membership Benefit for Employees

**Motion made by T. Lindeman and seconded by G. Bailey to approve the reimbursement of gym memberships for employees at one-half of the employees’ cost up to $100 annually, paid from the normal operating budget or reserved insurance fund on a one-year trial basis. Motion carried 3-1. (T. Lindeman voted no)**

e. Adding Signatory to Agency Bank Accounts

T. Lindeman mentioned that the Finance Committee recommended adding Andrea Tabor, Director of Community Health and Education as an additional signatory on all of the agency’s bank accounts.

**Motion made by T. Lindeman and seconded by G. Bailey to authorize the following staff as signatories on agency bank accounts (Chemical Bank Montcalm Branch Office/Main Office in Stanton, First Bank for the Clinton Branch Office in St. Johns, and Commercial Bank for the Gratiot Branch Office in Ithaca) effective immediately: Mark W. (Marcus) Cheatham, Health Officer; Melissa Bowerman, Director of Administrative Services; Bob Gouin, Environmental Health Director; and Andrea Tabor, Director of Community Health and Education. Motion carried.**

2. Personnel Committee – Betty Kellenberger, Chair

a. Non-Union Wage Proposal

M. Cheatham explained that the non-union wage proposal was the same percentage as the other two unions received.

**Motion made by B. Kellenberger and seconded by G. Bailey to approve the non-union wage proposal of 2% for FY 17/18. Motion carried 3-1. (T. Lindeman voted no)**

b. Health Officer Employment Agreement

M. Cheatham stated that the Health Officer Employment Agreement contains a 2% wage increase with no other changes. B. DeLong asked if the $10,000 pay cut taken last year was reinstated. M. Cheatham replied that the original wage band at the end of FY 16/17 was reinstated for calculating the wage band for FY 17/18.

**After discussion, motion made by B. Kellenberger and seconded by G. Bailey to approve the Health Officer Employment Agreement with Marcus Cheatham for FY 17/18 as presented. Motion carried 3-1. (T. Lindeman voted no)**

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. Mumps

Dr. Morse provided a report on mumps stating that the illness is common among sports teams because of the sharing of water bottles/drinks. Michigan has had 36 cases of mumps; with Kent County currently having 10 of those cases. MMDHD had 1 case of mumps for 2017; however, it was transferred to Kent County when the patient moved.

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

- Be sure you and your loved ones have received two doses of MMR.
- Do not share drinks, eating utensils, or other items that have touched the mouth, particularly if attending camps, school, or in sports.
- Practice good infection prevention, like covering coughs and sneezes and washing hands often with soap and water.
- Seek medical care if you develop signs or symptoms of the mumps.

Motion made by G. Bailey and seconded by B. Kellenberger to adopt the monthly BOH recommendation for August as proposed and accept and place on file the Medical Director’s Report. Motion carried.

Motion made by B. Kellenberger and seconded by G. Bailey to accept and place the Medical Director’s Report on file. Motion carried.

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

1. FY 16/17 Third Quarter (April 1, 2017-June 30, 2017) Client Satisfaction Survey

M. Cheatham reviewed the Client Satisfaction Survey data for the third quarter of FY 16/17 indicating that the results and comments were positive and similar to prior reports. He indicated that there has been a downward trend in the number of completed surveys. B. DeLong mentioned he noticed a comment that indicated that the office was very dirty. M. Cheatham replied that Ithaca was the office where the client visited. He said he was aware of the cleaning situation in the Gratiot Branch Office. M. Cheatham also discussed two other client comments and indicated that the agency has addressed them. G. Bailey mentioned that the Counties should be budgeting for health department building maintenance and upkeep. M. Bowerman commented that she and M. Cheatham are meeting with County Administrators next week and could bring up the issue.

2. Women, Infants, and Children (WIC) Audit, October 1, 2015 Through September 30, 2016, Preliminary Analysis

M. Cheatham explained the WIC Audit report where the Michigan Department of Health and Human Services (MDHHS) cited several recommendations for improving the WIC program, although there was only one corrective action plan for the agency. M. Cheatham reviewed the recommendations and corrective action plan with the Board. M. Bowerman indicated that she
agreed with the corrective action plan and would implement the change. She indicated that she disputed two other recommendations, and MDHHS has agreed to remove them.

H. OLD BUSINESS:

1. Annual Commissioner Forum, Thursday, September 28, 2017 at 10 a.m., First Baptist Church Community Center, Carson City

   The topic was informational.

2. Update on Appeal Hearing-Crumbaugh

   M. Cheatham provided an update regarding the Crumbaugh Appeal summarizing that the Board of Appeals requested that the agency impose a fine on the well driller. He indicated that the agency’s General Counsel advised against imposing the fine because of the potential expense to the Department of trying to enforce the fine. As the Michigan Department of Environmental Quality (MDEQ) holds the license for the well driller, B. Gouin indicated he notified them via letter of the violations. B. Gouin reported that the MDEQ declined to take enforcement action against the well driller. B. Gouin indicated that the well driller has other violations. Therefore, the agency could conduct an informal hearing with the well driller and lay out its legal case. The record of the informal hearing would be sent to MDEQ, to show that the agency had done its due diligence. Then that puts the burden onto the MDEQ that holds his license. The BOH suggested that the agency review and modify the EH Regulations to strengthen and clarify enforcement.

I. NEW BUSINESS:

1. My Community Dental Centers (MCDC) 2016 Annual Report

   M. Cheatham reviewed the MCDC 2016 Annual Report stating that MCDC has expanded from 8 dental centers in 2006 to 31 dental centers in 2016. He provided background of the Sidney and St. Johns Dental Centers. Currently, a total of 3,500 patients are seen at the Sidney center. The St. Johns center sees a total of 1,500 patients. He mentioned that there has been a movement to expand the Sidney Dental Center for years. Recently, MCDC decided not to expand the Sidney center, but leave the operatories at six due to the uncertain future of Medicaid. However, they do want to renovate the facility. In St. Johns, MCDC has felt that the facilities are cramped. They are considering their own building; however, Clinton County is not willing to fund a separate building for MCDC. Therefore, for now, MCDC will continue with sharing the Clinton County Branch Office.

2. Request for a Board of Appeals Hearing from Dan Swain, Crooked Lake, Montcalm County

   M. Cheatham reported that Mr. Swain removed his complaint after receiving the letter included in the meeting packet stating that his neighbor’s well was installed according to the current EH Regulations. M. Cheatham and B. Gouin summarized the issue and what the EH Regulations state regarding appeals. B. Gouin mentioned that the issue of setbacks could be studied and possibly modified during the next review of the EH Regulations.
3. **Emerging Issues**

a. **Michigan Department of Agriculture Committee**

M. Cheatham stated that he was contacted by the Michigan Department of Agriculture and Rural Development (MDARD) in his capacity as President of MALPH and B. Gouin in his capacity as President of the Michigan Association of Local Environmental Health Administrators (MALEHA) to participate in a discussion around the liability of State and local public health workers. M. Cheatham indicated that the Public Health Code enables all agencies to act on issues. He speculated that the Department of Agriculture might want to modify procedures to clarify their responsibilities. The BOH discussed the Flint water crisis and the State’s response by MDARD. B. Gouin mentioned that the State might require Memorandums of Understanding with local health departments to outline each agency’s responsibilities.

b. **PBB Webinar**

M. Cheatham mentioned that on August 1, 2017 he will be participating in a webinar, along with Jane Keon, the Pine River Superfund Task Force, Nick Lyon and others from MDHHS, and Representative Jim Lower. Jane Keon worked with Representative Lower to obtain a meeting with Nick Lyon to discuss the PBB registry and how the data could be available to Emory University for health outcomes research.

c. **MMDHD Logo**

T. Lindeman mentioned that he feels the agency’s logo should be updated as it hasn’t been modified in 50 years. M. Cheatham replied that an agency re-branding project has been included in the agency’s Strategic Plan.

J. **LEGISLATIVE ACTION: – None**

K. **INFORMATIONAL ITEMS:**

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

2. **Staffing Report**

   M. Bowerman mentioned that there are a couple of new vacancies that will be reported on at the August meeting.

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

1. MMDHD News Articles Available Online at [http://www.mmdhd.org/?q=node/123](http://www.mmdhd.org/?q=node/123)


M. AGENCY NEWSLETTERS:

1. “Inside MMDHD”, Health Enhancement Committee (HEC), June 2017

    M. Cheatham briefly reviewed the HEC newsletter.

There being no further business to come before the Board, the meeting adjourned at 11:16 a.m.

Respectfully Submitted,

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