BOARD OF HEALTH
REGULAR MEETING
at
Mid-Michigan District Health Department
Gratiot County Branch Office
Ithaca, Michigan
Conference Room A
Wednesday, September 27, 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), George Bailey, Bruce DeLong (Chairperson)
(arrived at 10:15 a.m.), and Dwight Washington (arrived at 10:17 a.m.)

Members Absent: Betty Kellenberger, 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; and Cynthia M.
Partlo, Board Secretary

Staff Absent: None

Guests: Leslie Kinnee, Public Information Officer (PIO) and Becky Stoddard, Public Health
Nurse III (arrived at 11:12 a.m.)

B. DeLong, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to
order at 10:11 a.m., on Wednesday, September 27, 2017, at the Gratiot County Branch Office of the Mid-Michigan
District Health Department (MMDHD), Ithaca, Michigan.

Pledge of Allegiance was led by T. Lindeman.
A. AGENDA NOTES, REVIEW, AND REVISIONS:

Motion made by T. Lindeman and seconded by G. Bailey to approve the Agenda as presented. Motion carried.

B. CONSENT ITEMS:

1. Meeting Minutes
   a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held August 14, 2017
   b. Mid-Michigan District Board of Health Regular Meeting held August 23, 2017

2. Communications – None

   Motion made by G. Bailey to accept and place on file Meeting Minutes B. 1. a. and b. Motion seconded by T. Lindeman. 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 August 19 through September 15, 2017

      Motion made by T. Lindeman to approve payment of the Mid-Michigan District Health Department’s Expenses for August 19 through September 15, 2017, totaling $450,015.15. Motion seconded by G. Bailey. Motion carried.

   b. FY 16/17 Proposed Amended Budget and Monthly Balance Sheet, Revenue and Expenditure Report for August 2017

      M. Bowerman mentioned that currently, there was a small surplus; however, she anticipated that the agency would not end with a surplus.

      Motion made by T. Lindeman to approve and place on file the FY 16/17 Proposed Amended Budget and Monthly Balance Sheet, Revenue and Expenditure Report for August 2017. Motion seconded by G. Bailey. Motion carried.

   c. New Fees for Family Planning (FP) Program

      Motion made by T. Lindeman and seconded by G. Bailey to approve the following new fees for the FP Program as proposed effective September 27, 2017. Motion carried.
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<tr>
<th>Procedure Code</th>
<th>Procedure Name</th>
<th>Fee</th>
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<tr>
<td>87210QW</td>
<td>CERVICAL WET MOUNT</td>
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<td>872120QW</td>
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<td>83986QW</td>
<td>PH, BODY FLUID-GASTRIC OCCULT BLOOD</td>
<td>$3.00</td>
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d. FY 15/16 Audit, Update on Corrective Action Plan Policies

T. Lindeman mentioned that the agency’s corrective action plan from the FY 15/16 audit requesting specific policies has been taken care with copies of the policies distributed by M. Bowerman. She explained the following policies:

- Financial Management Reporting and Record Retention #200.0;
- Allowable Cost Principles #201.0;
- Subrecipient Monitoring #202.0;
- Conflict of Interest #203.0;
- Intangible Property and Copyrights #204.0;
- Period of Availability #205.0;
- Purchasing #206.0;
- Capital Asset Management #207.0;
- Inventory #208.0;
- Procurement, Suspension and Debarment #209.0;
- Program Income #210.0;
- Grant Cash Management #211.0;
- Payment Disbursement #213.0;
- Agency Credit Cards Policy #214.0; and
- Credit Card Payment Security #215.0

She indicated that the agency’s auditor will review the policies once approved by the BOH, and if there were any changes, she would bring them back to the next BOH meeting for review. T. Lindeman stated that the policies would not be reviewed by the agency’s general counsel.

Motion made by T. Lindeman and seconded by G. Bailey to approve Policies #200.0 through #215.0 as presented. Motion carried.

Motion made by T. Lindeman and seconded by G. Bailey to recess at 10:27 a.m. for flu vaccine administration. Motion carried.

Motion made by B. DeLong and seconded by T. Lindeman to return to open session at 10:40 a.m. Motion carried.

3. Personnel Committee – Betty Kellenberger, Chair

   a. Environmental Health Director Recruitment

   M. Cheatham provided an update regarding recruitment for an Environmental Health Director stating that Liz Braddock has been hired. Her previous position was as Field Chief in the Food Service Section at the Oakland County Health Department. She will begin working for us October 16, 2017.

4. Program Committee – Bruce DeLong, Chair – No report.
5. Mid-Central Coordinating Committee – Tom Lindeman, Vice Chair – No report.

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

1. Mold

Dr. Morse provided an overview of mold stating that it comes from moisture. She stated that toxic black mold is a misnomer. Mold can make you feel poorly, especially if you have allergies or asthma. There is not one mold that is worse than another. She discussed the importance of cleaning the mold, determining the source of the moisture, and provided helpful resources.

D. Washington mentioned he had heard that raccoon feces can turn into mold and cause detrimental health effects. Dr. Morse indicated that she heard of a specific pathogen in raccoon feces, stating that the bacteria causing human illness was extremely rare. She stated that individuals should avoid raccoon feces or use a mask when cleaning it up.

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

1. Mold is common and can be found almost everywhere.
2. Moist environments encourage mold growth, but also facilitate development of poor air quality for many additional reasons.
3. If mold is present in buildings or homes, it must be dealt with, but so must the underlying moisture issues.

Motion made by T. Lindeman and seconded by G. Bailey to adopt the BOH Monthly Healthy Living Recommendation for October 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.

1. My Community Dental Centers (MCDC) Financial and Operational Reports, June 2017

M. Cheatham discussed MCDC’s Financial and Operational Reports for June 2017 noting that they now have 30 dental centers throughout the state. He reported that through June 2017, MCDC reported a surplus of $441,443 over budget. Data in the report includes the two dental centers within our district – Saint Johns and Sidney. He reported on the revenue and surplus for each clinic, indicating that each had a surplus through the second quarter for the year. He also noted that the Sheridan Hospital dental services for the special needs population showed a consistent deficit; and the hospital could not sustain the operation. Therefore, it was closed. He also reviewed the number of patients served in Saint Johns and Sidney and how their care is paid for. He said that the report was provided for information.

H. OLD BUSINESS:

1. District-Wide In-Service, Friday, November 3, 2017, Gratiot-Isabella Regional Education Service District (RESD), 8:30 a.m. to 4:30 p.m.

M. Cheatham indicated that the topic was for information only and encouraged the BOH to attend. M. Bowerman mentioned that a speaker from Clinton County was planned to discuss
methamphetamines and another speaker will discuss communication skills. She said BOH members can attend all or part of the day.

2. Update on the Montcalm County Animal Shelter

M. Cheatham provided an update regarding the privatization of the Montcalm County Animal Shelter stating that Montcalm County understands that they are mandated to provide certain animal control services. After discussions with Montcalm County staff and Commissioners, they have agreed to hire an animal control officer to conduct the dog census, quarantine animals, and capture biting dogs, among other things. M. Cheatham explained that for a fee, the Humane Society of Mid Michigan will work with the animal control officer and MMDHD to provide needed services. Dr. Morse expressed her concern that beginning October 1st, there will not be an animal control officer hired or trained to address bite reports. M. Cheatham summarized that the services of the Humane Society of Mid Michigan may need to be used for a fee.

I. NEW BUSINESS:

1. Screening for Elevated Blood Lead, Becky Stoddard, Public Health Nurse III

Becky Stoddard provided an overview of the agency’s elevated blood lead program indicating that the 2015 report included in the BOH packet was the most current information available from the Michigan Department of Health & Human Services (MDHHS). She provided background regarding the agency’s blood lead testing program stating that the agency provides case management with elevated blood lead of ≥5 micrograms of lead per deciliter of blood (µg/dL). A venous draw is required for confirmation of any children testing with elevated blood lead. She distributed a packet of educational information regarding lead poisoning that each client receives. A home visit is also offered to assist with identifying the cause of the lead exposure, which is sometimes declined. For clients with elevated blood lead of ≥10, Becky said that a home visit is required. She explained the lead remediation program that is available to qualifying homeowners. A re-screening is required for children with elevated blood lead, and the agency works with their physician for the blood draw.

She reviewed blood lead tests conducted within our district to date noting that a total of 61 tests have been completed. Currently, she is working on 13 cases of elevated blood lead, most of which are in the Greenville area in Montcalm County. She reported that cases in Gratiot Co. appear to be low; however, cases in Clinton County have been increasing slowly. A Michigan map revealing areas with concentrations of elevated blood lead was shown. She stated that MDHHS has a statewide tracking system called MiTracking [http://www.michigan.gov/mdhhs/0,5885,7-339-71548_54783_54784_78428---,00.html] where research can be done on the environment, health, and population in a specified area. Becky reviewed data with the BOH regarding how she tracks the number of children tested and re-screened per county. Additionally, she reviewed the 2015 blood lead level results by the age of the child and by county. She indicated she also receives a weekly report from the MDHHS. M. Bowerman mentioned that the agency is now doing blood lead testing at all offices during a child’s WIC visit. With the new Lead Care II testing units, the agency has the ability to obtain test results at the time of the appointment.

2. Agency Rebranding, Leslie Kinnee, Public Information Officer

M. Cheatham stated that rebranding has been included in the Strategic Plan and assigned to the Marketing Committee. Leslie Kinnee provided a report on the progress of the agency’s
rebranding efforts stating that the process can strengthen our culture, help us refocus, re-energize us and understand who we are and why we do what we do. She indicated that with change comes cost. Some changes can be done with minimal cost; others will need to be phased in over time. She reviewed the steps to the rebranding process and mentioned that she would keep Admin Staff, Management Staff, QVAT, and the BOH updated throughout the process. She mentioned that some funding might be requested; however, would not happen until a rebranding plan is developed and approved. G. Bailey stated that he would like the BOH to be more involved; not just approve the rebranding plan presented. She indicated that the Marketing Committee would appreciate the involvement of the BOH.

3. Emerging Issues

a. Roy Manty Award

M. Cheatham explained the Roy Manty Award stating that Bob Gouin received the Roy Manty Award, but unfortunately was unable to attend the presentation on Mackinac Island.

b. Montcalm Care Network Primary Care Clinic

M. Cheatham reported that the Health360 clinic partnership with the Montcalm Care Network was in jeopardy as they have not been able to retain providers to serve their clients with severe health needs. He indicated that the clinic will be placed on hiatus until a successful model can be developed.

c. Environmental Health Specialist Leaving

M. Cheatham indicated that another Environmental Health Specialist (EHS) has announced that he would be leaving for another opportunity with a higher salary in the private sector. Dr. Morse stated that with vapor intrusion, there will be more EHS positions in Environmental Health becoming available. M. Cheatham added that if the agency continues to lose EHS, it may compromise the agency’s accreditation standing.

d. Commissioner Forum

M. Cheatham indicated that it looked like there would be a good turnout for tomorrow’s Commissioner Forum.

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, August 2017

2. Staffing Report

L. RELATED NEWS ARTICLES:

1. MMDHD News Articles available online at: www.mmdhd.org/?q=node/125
August 31, 2017

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting adjourned at 11:56 a.m.

Respectfully Submitted,

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