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, Sam Smith (arrived at 10:05 a.m.), Dwight Washington (arrived at 10:09 a.m.), George Bailey, Betty Kellenberger, and Bruce DeLong, Chairperson

Members Absent: None

Staff Present: Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman, Director of Administrative Services; Cynthia M. Partlo, Board Secretary; and Liz Braddock, Director of Environmental Health (EH)

Staff Absent: Jennifer E. Morse, M.D., Medical Director

Guests: Tracey Larabel, Accounting Clerk II

B. DeLong, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 10:02 a.m., on Wednesday, October 25, 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:


   **Motion made by T. Lindeman and seconded by G. Bailey 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 September 11, 2017

   b. Mid-Michigan District Board of Health Regular Meeting held September 27, 2017

   **Motion made by B. Kellenberger to accept and place on file meeting minutes B. 1. a. and b. Motion seconded by T. Lindeman. Motion carried.**

2. Communications – None.

C. PUBLIC COMMENTS: None.

D. BRANCH OFFICE EMPLOYEES: M. Cheatham introduced Tracey Larabel, Accounting Clerk II and mentioned that she is doing the billing for the agency. Liz Braddock was introduced as the EH Director.

E. COMMITTEE REPORTS:

1. Finance Committee – Tom Lindeman, Chair

   a. Mid-Michigan District Health Department's Expenses for September 16 through October 13, 2017

      **Motion made by T. Lindeman to pay the Mid-Michigan District Health Department’s Expenses for September 16 through October 13, 2017, totaling $560,005.51. Motion seconded by G. Bailey. Motion carried.**

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

      T. Lindeman stated that the Monthly Balance Sheet, Revenue and Expenditure Report for September 2017 were delayed due to year-end closing.

   c. Montcalm County Reduction to Appropriation

      M. Cheatham said that there was no handout because Montcalm County agreed to pay their full appropriation, including the increase.
2. Personnel Committee – Betty Kellenberger, Chair

   B. Kellenberger stated that the Teamsters Local 214 Contract has been signed.

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.  
(presented by M. Cheatham in her absence)

1. Harm Reduction

   M. Cheatham reviewed Dr. Morse’s report on harm reduction, indicating that the Central Michigan District Health Department received a grant to explore a syringe service program (SSP). He explained that those who use the program tend to be ready to quit using and seek assistance. B. Kellenberger expressed concern regarding Hepatitis outbreaks and mentioned that an SSP could help control outbreaks. He stated that he expects Hepatitis to spread throughout Michigan in the future as there is currently an outbreak in southeast Michigan. S. Smith asked if M. Cheatham had data regarding how many have been tested for Hepatitis C. M. Cheatham indicated that he could obtain that information for him.

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

   1. Recognize the effects of injection drug use on the transmission of infectious diseases.
   2. Learn the science behind the efficacy of syringe service programs, as well as the cost-effectiveness and other benefits
   3. Understand the unique risks faced by rural Northern Michigan, due to high rates of opioid addiction, lack of access to sterile injection supplies, and lack of access to drug treatment and medical care.

Motion made by G. Bailey and seconded by T. Lindeman to adopt the monthly BOH recommendation for November as proposed and 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 Fourth Quarter (July 1, 2017-September 30, 2017) Client Satisfaction Survey

   M. Cheatham reviewed the Client Satisfaction Survey data for the fourth quarter of FY 16/17 indicating that the results and comments were positive; similar to prior reports. He indicated that there has been a downward trend in the number of completed surveys that will be addressed in the agency’s Strategic Plan. The BOH discussed EH surveys and how best to incorporate comments from EH clients. D. Washington recommended that suggestions offered by the BOH regarding capturing EH feedback and incorporating it into the Client Satisfaction Survey be passed along to the marketing committee to analyze.

M. Cheatham reviewed the FY 16/17 Quarterly Service Report for the fourth quarter stating that this was the first report incorporating data from Patagonia and Hedgehog software programs. He noted that CHED Programs continue their downward trend due to Medicaid expansion. The fluoride varnish numbers were up from last year due to changes made in that program.

In EH, the on-site sewage disposal and water programs were exceeding goals for the fiscal year. He indicated that Montcalm County was mostly responsible for the increased activity.

3. Grant Update

M. Cheatham reviewed the Grant Update indicating that Gratiot County received a Drug-Free Communities’ (DFC) grant. He mentioned that the agency would be receiving $5,000 to assist with the grant. Additionally, MMDHD is the fiduciary for the Clinton County DFC grant that was renewed again for $68,000 with continuation funding in the amount of $13,500. Montcalm has the YOU Think and Montcalm Prevention Collaborative grants for seven years.

In Montcalm County, the recycling grant was renewed. Additionally, $25,000 was being awarded for Family Planning Title X to increase caseload with an extra $5,000 available to specifically target males. He indicated that the agency was considering entering into a partnership with Shiawassee County to provide Family Planning services as they currently do not have a program. This effort would also help to boost our caseload in the program.

In addition, he said that the agency’s Cross-Jurisdictional Sharing grant for medical direction was recently renewed in the amount of $52,000. The agency was the fiduciary for this grant and will continue with a shift in the project focus to identify gaps in training for senior personnel.

H. OLD BUSINESS:

1. Recap of Annual Commissioner Forum, Thursday, September 28, 2017

The BOH provided feedback about the forum indicating that the focus gravitated to solutions for septic system repairs and the possibility of a district-wide ordinance. G. Bailey added that it is important that something be done for those that cannot afford to repair their septic systems. He was hoping that the State would develop a program. M. Cheatham surmised that the attitude regarding failed septic systems has shifted in the district. S. Smith commented that Shiawassee County has a time of sale ordinance that requires the septic system be brought current before property can be sold.

2. Recap of Michigan’s Premier Public Health Conference, October 3-5, 2017, Mackinac Island

D. Washington mentioned that there were varying topics presented at the Michigan’s Premier Public Health Conference, along with how to make public health more proactive. T. Lindeman added that he was troubled by an increase in the amount of leaders retiring from public health. M. Cheatham commented that he attended a session regarding an evaluation of a community health worker program, indicating that strong, positive results were evident from the program. D. Washington added that there were positive comments regarding M. Cheatham’s presentation on PBB and the registry.
3. Parking at Clinton Branch Office (CBO)

M. Cheatham provided an update regarding parking at the CBO stating that Clinton County added additional spaces. He thanked Clinton County for creating those much-needed parking spaces.

I. NEW BUSINESS:

1. Possible Time Change for BOH Regular Meeting

M. Cheatham mentioned that S. Smith has an ongoing conflict with the time of the BOH Regular Meeting. After discussion, it was proposed that the Finance Committee begin at 8:30 a.m. with the regular meeting starting at 9 a.m. (except for the December meeting). If needed, the Finance Committee could start their meeting at 8 a.m. For December’s meeting, the Finance Committee would begin at 9:30 a.m. and the Regular Meeting at 10:00 a.m.

Motion made by G. Bailey to change the time of the Finance Committee meetings to 8:30 a.m., with longer meetings beginning at 8 a.m. (except for the December meeting); and regular meetings beginning at 9 a.m. effective immediately. Motion carried.

2. FY 17/18 MMDHD Organizational Charts

M. Cheatham indicated that the MMDHD Organizational Charts have been updated to include the additional supervisor and EH Specialist III in the Environmental Health Division, as well as a change in the reporting structure where the new EH Supervisor manages the support staff and the existing Supervisor manages the EH Specialists. M. Bowerman suggested a proposed change to the agency’s Organizational Charts to remove the Medical Director from the CHED Organizational Chart because she was already on the Health Officer/BOH chart. M. Cheatham said that the Organizational Charts needed to be approved by the BOH for FY 17/18.

Motion made by S. Smith and seconded by G. Bailey to approve the MMDHD’s Organizational Charts for FY 17/18 as amended. Motion carried.

3. Emerging Issues – None.

4. BOH Christmas Luncheon, December 20, 2017, Ithaca

M. Bowerman provided background regarding the BOH Christmas luncheon indicating that there was a minimum of 15 for the caterer to deliver, which has not been met in the past – even with inviting spouses. She suggested inviting past BOH members to the Christmas luncheon. After discussion, the BOH said they were okay with the idea. M. Bowerman summarized that she would look into how far back to invite past BOH members. M. Cheatham reminded the Board to bring their spouses to the luncheon.

J. LEGISLATIVE ACTION: – None.

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District Board of Health Action Items, September 2017
2. Staffing Report

M. Cheatham briefly reviewed the Staffing Report.

L. RELATED NEWS ARTICLES AND LINKS:

1. MMDHD News Articles Available Online at http://www.mmdhd.org/?q=node/126

M. AGENCY NEWSLETTERS:

D. Washington commented that he obtained information from the Michigan Department of Health and Human Services (MDHHS) regarding a program called Designing Healthy Environments at Work that gets staff involved in healthy activities. He said it seemed like a good way for staff to model healthy living.

There being no further business to come before the Board, the meeting adjourned at 11:08 a.m.

Respectfully Submitted,

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