



MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

www.mmdhd.org

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MARK W. (MARCUS) CHEATHAM
Health Officer

JENNIFER MORSE, MD
Medical Director



BOARD OF HEALTH
George Bailey
Bruce DeLong
Betty Kellenberger
Tom Lindeman
Sam Smith
Dwight Washington, Ph.D.

**BOARD OF HEALTH
REGULAR MEETING**
at
Mid-Michigan District Health Department
Clinton County Branch Office
St. Johns, Michigan

Wednesday, November 22, 2017
9:00 a.m.

MINUTES

We take action to protect, maintain, and improve the health of our community.

- Members Present:** Bruce DeLong, Chairperson; Dwight Washington; Tom Lindeman, Vice Chairperson; and Betty Kellenberger
- Members Absent:** George Bailey, Sam Smith
- 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 (*arrived at 9:22 a.m.*)
- Staff Absent:** None
- Guests:** None

B. DeLong, Chairperson called the regular meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:02 a.m., on Wednesday, November 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 B. DeLong.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

M. Cheatham mentioned that he had handouts for the BOH that pertain to the topics under New Business.

Motion made by T. Lindeman and seconded by B. Kellenberger 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 October 3, 2017
- b. Mid-Michigan District BOH Regular Meeting held October 25, 2017

Motion made by B. Kellenberger to accept the Meeting Minutes B. 1. a. and b. and place on file. Motion seconded by T. Lindeman. Motion carried.

2. Communications

- a. Letter dated October 26, 2017 to Board of Public Health from Ali N. Barnes, CPA, Yeo & Yeo, P.C. regarding tax engagement services for FY 16/17
- b. Letter dated October 26, 2017 to Board of Public Health from Ali N. Barnes, CPA, Yeo & Yeo, P.C. regarding confirmation of audit services for FY 16/17
- c. NewsBrief, National Association of Local Boards of Health (NALBOH) newsletter, Fall 2017

M. Bowerman stated that the audit letters needed to be presented to the BOH; and the BOH Chairperson needed to sign the tax engagement letter.

Motion made by B. Kellenberger and seconded by T. Lindeman to authorize B. DeLong to sign the tax engagement services letter for FY 16/17 from Yeo and Yeo, P.C. and to accept Communications B. 2. a. through c. and place on file. 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 October 14 through November 10, 2017

Motion made by T. Lindeman and seconded by B. Kellenberger to approve payment of the Mid-Michigan District Health Department's (MMDHD) Expenses for October 14 through November 10, 2017, totaling \$449,775.63. Motion carried.

- b. Financial Status Report, FY 16/17

T. Lindeman noted that the FSR was postponed to the December BOH meeting.

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

M. Bowerman noted that the agency ended the year with a surplus of \$8,581; however, there might be changes that would need to be made during the audit process. The Montcalm County loan payoff was taken out of fund balance.

Motion made by T. Lindeman and seconded by B. Kellenberger to approve and place the Balance Sheet, Revenue and Expenditure Report for September 2017 on file. Motion carried.

- d. Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Report for October 2017

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

- e. MMDHD Postage Update

T. Lindeman stated that the Finance Committee discussed a postage update and recommended that the preprinted, stamped envelopes be locked up as an additional security measure.

Motion made T. Lindeman and seconded by B. Kellenberger to modify the agency's current mailing policy to include instructions that the pre-stamped envelopes are to be kept under lock and key by the licensed Stamp.Com user in each Branch Office and the Main Office to enhance security. Motion carried.

- f. Associated Agreement for Epidemiologist Services with Central Michigan District Health Department (CMDHD)

Motion made by T. Lindeman and seconded by B. Kellenberger to authorize B. DeLong to sign the Associated Agreement for Epidemiologist Services with the CMDHD. Motion carried.

- 2. Personnel Committee – Betty Kellenberger, Chair – No topics.
- 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. Pertussis (Whooping Cough)

In Dr. Morse's absence, M. Cheatham provided background regarding pertussis noting that in 1922 pertussis cases were high; however, have come down over the years with development of a pertussis vaccination in the 1930s.

He recommended the following be adopted as the BOH Monthly Healthy Living Recommendation for December:

1. *Continue to encourage routine vaccination of children and adults as the best way to prevent whooping cough as well as the 15 other diseases that are prevented with the recommended routine vaccinations.*
2. *Whooping cough still occurs. Suspected and confirmed cases are to be reported to the health department to ensure quick infection control.*

B. Kellenberger mentioned that she learned a lot from a presentation regarding vaccination to Indiana Amish and Mennonite communities that she heard at a recent conference she attended. She mentioned that the community leaders should be approached regarding vaccination. B. Kellenberger offered to share the name and address of the presenter with M. Cheatham.

Dr. Morse added that staffs visit the Amish and Mennonite communities to assist them with completing vaccination waiver requirements.

Motion made by D. Washington and seconded by B. Kellenberger to adopt the BOH Monthly Healthy Living recommendations for December as proposed and accept and place the Medical Director's Report on file. Motion carried.

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

1. Recap of District-Wide In-Service, Friday, November 3, 2017

M. Cheatham stated that staff feedback from the District-Wide In-Service held November 3, 2017 indicated it was the best District-wide In-Service ever. He requested feedback from the BOH that attended. B. Kellenberger mentioned that she attended the second half of the day and the training was well-planned by the staff. She also heard the speakers were great.

2. BOH Holiday Luncheon, December 20, 2017, 11:30 a.m. in Ithaca

M. Cheatham said that Litwiller Catering will be preparing the BOH holiday luncheon and mentioned that spouses of BOH members are welcome to attend. The BOH reviewed the list of past BOH members that will be invited to attend.

3. Update on Food Program

L. Braddock provided an updated regarding a recent meeting held with the Michigan Department of Health and Human Services (MDHHS) Michigan Department of Agriculture (MDARD) and the Michigan Department of Environmental Quality (MDEQ) regarding agency programs stating that the meetings went well. She also indicated that the agency received a small grant for \$5,000 to conduct body art and medical waste facility inspections. She said that one new Environmental Health Specialist (EHS) will be trained in body art and medical waste facility inspections so

there would be two trained within the district. She briefly explained the medical waste facility inspection program, indicating that the agency would be responsible to conduct less than 50 inspections during the fiscal year.

She also reported on the Food Inspection Program stating that the State was very pleased with the Division's progress. A self-assessment of the program has been scheduled for February 2018 in preparation for State accreditation in 2019. She reported that the Division has been aggressively working to reduce the number of late inspections. She said that the agency has three new staff in training to become standardized food inspectors and the agency already has five standardized food trainers. Newly-hired EHS will be sent to 16 hours of training in Michigan's Food Law in January. L. Braddock said the State was pleased with the agency's plan of action and requested that a progress report be given in 90 days.

L. Braddock also mentioned that the EH Division is trying to work more within the communities to provide education and collaboration. She said the EH Division was collaborating with Healthy Capital Counties in Clinton County to make healthy food more accessible by working with the local farmers' markets and County Extension agencies that want to demonstrate how to make healthy meals with farmers' market products. She explained the concept of an incubation kitchen within the community that could be shared among those that would like to make and sell a food product. B. Kellenberger added that there are two school kitchens in Montcalm County that are no longer being used and asked if those could also be used as incubation kitchens. L. Braddock mentioned that she was aware of them and agreed that those schools could be used as licensed incubation kitchens.

She also indicated that the EH Division was involved with food inspections for the large Polar Express event held throughout the Christmas holiday licensing food vendors. She also mentioned that she has been working with Dr. Morse regarding the Hepatitis A outbreak and said the EH Division is ready to respond if Hepatitis A is found within a food service facility or food handler within our district. D. Washington suggested working with the Bath Farmer's Market as they were interested in encouraging healthy eating by bringing in chefs and possibly starting an incubation kitchen. M. Cheatham mentioned that Charity Little, EHS could introduce L. Braddock to the Bath Farmer's Market coordinator.

B. DeLong mentioned that a healthy living event will be held in May in downtown St. Johns. D. Washington also wondered if there would be a role for EHS to partner with Christmas tree farms that serve food over the holidays. She noted that if there was an event, the EHS would be there doing an inspection; however, with the backlog of work in the Division due to staff turnover, they would not actively seek out partnerships at this time.

H. OLD BUSINESS:

1. MMDHD Strategic Plan 2017-2019

R. Pope reviewed the agency's Strategic Plan for 2017-2019 as approved by the Quality Vision Action Team (QVAT) at their October meeting. He reviewed the agency's new Mission and Vision which was shortened so that it was easier for staff to remember. He provided an overview of the staff serving on QVAT and mentioned that staffs rotate off the team approximately every couple of years. He also stated that the QVAT replaced the agency's Guiding Principles with Values and developed an acronym to help staff remember it – ICARE. During the planning process, he indicated that staff used data from Client Satisfaction Surveys, Employee Surveys,

Core Competencies, Quarterly Service Reports, Community Health Assessments, and external factors that could affect the department. The agency's Focus Areas were also reviewed. D. Washington asked if the QVAT had a long-term plan for the agency beyond 2019. M. Cheatham replied that the agency needed to consider developing a long-term plan for the agency.

Motion made by B. Kellenberger and seconded by T. Lindeman to adopt the agency's Strategic Plan 2017-2019. Motion carried.

I. NEW BUSINESS:

1. Emory University, PBB Study Recruitment - December 8-9, 2017, Gratiot Branch Office (GBO)

M. Cheatham referred to the handouts provided regarding PBB and mentioned that staff from Emory University was looking for study participants to determine if epi-genetic defects from exposure to PBB could be passed through the paternal line. He said that on December 8th, Emory University would be collecting samples and conducting community meetings on December 9th from 10 a.m. to 12 noon. Both handouts regarding the study and community meetings are being distributed throughout the community. Additionally, participating local health departments will be having a phlebotomist available to draw blood from those interested in participating in the study. B. Kellenberger asked the status of the PBB registry. M. Cheatham replied that the Centers for Disease Control and Prevention (CDC) might be taking over ownership of the PBB registry; however, if that transfer of ownership does not happen, the State would want registry participants to re-consent to Emory University having access to their health and personal data.

2. Emerging Issues

a. Hepatitis A

M. Cheatham reviewed the handout regarding Hepatitis A cases for the CMDHD and the MMDHD. Dr. Morse indicated that the number of Hepatitis A cases in the CMDHD was now at 6 cases. She indicated that the number of cases statewide were 526 with 20 deaths. He mentioned that MMDHD was distributing a Hepatitis A Advisory about the disease to encourage vaccination; however, the State is watching the supply of Hepatitis A vaccine to ensure supplies are available for the outbreak areas.

b. Per-and Polyfluoroalkyl Substances (PFAS)

M. Cheatham distributed a list of known sites statewide with PFAS, which are mostly military sites; however, there was one site on Oakland Avenue in Lansing. He said the PFAS would have to cross a water barrier (the Grand River) which most likely would not happen. He indicated that currently, PFAS in Lansing is not a concern for Clinton County.

c. Edmore Cleaners Vapor Intrusion

L. Braddock provided an update regarding the Edmore Cleaners Vapor Intrusion stating that the results from testing came back showing that the mitigation system was working effectively; however, there appeared to be an indoor air quality issue. She said that the owner of the building has a furniture refinishing business and four hours prior to the testing; the owner was using chemicals inside the building that were thought to be the

cause of the positive test results. During cold weather, the MDEQ agreed to conduct further testing.

d. Hepatitis C

M. Cheatham stated that at the last meeting, B. DeLong asked about Hepatitis C data. He reviewed the handout regarding Hepatitis C stating that statewide, over 200 cases of acute and chronic Hepatitis C have been diagnosed. Dr. Morse mentioned that some cases are duplicates due to relocation of some of the individual cases; however, the State was working on de-duplicating the data. She also said there has been a big push to test for Hepatitis C throughout the State which might account for the higher numbers of cases. District-wide he reported 26 cases in Clinton, 27 cases in Gratiot, and 67 cases in Montcalm.

J. LEGISLATIVE ACTION:

1. Legislative Update

M. Cheatham reviewed the Legislative Update stating that House Bill 5241 would require oral health screening before school entry. He stated that this would be a good bill for local public health. He mentioned that the State would send a report of children needing an oral health screening to local public health departments. He commented that the State promises funding would be provided to conduct these screenings.

M. Cheatham also discussed House Bill 5162 indicating that it prohibits MDHHS from creating new vaccine requirements. He said the bill was not good for public health.

Additionally, he noted that Senate Bills 166 and 167 would be good bills for local public health implementing the recommendations of Michigan's Prescription Drug and Opioid Abuse Task Force. The recommendations encourage participation of physicians and pharmacists in Michigan's automated prescription system.

He mentioned that discussions regarding a Michigan statewide Septic Code have resumed and Environmental Health Directors want to be a part of those discussions.

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, October 2017
2. Staffing and Longevity Report

M. Cheatham reviewed the agency Staffing and Longevity Report stating that the Community Health Worker position left vacant by Angie Felton would remain vacant for now.

L. RELATED NEWS ARTICLES AND LINKS:

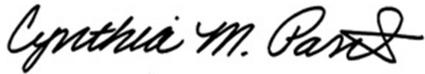
1. MMDHD News Articles Available Online at: <http://www.mmdhd.org/?q=node/127>
2. Addressing the effects of climate change, National Association of County and City Health Officials (NACCHO), <https://www.naccho.org/programs/environmental-health/hazards/climate-change>

M. AGENCY NEWSLETTERS:

1. "Inside MMDHD", Health Enhancement Committee (HEC), September 2017

There being no further business to come before the Board, the meeting adjourned at 10:37 a.m.

Respectfully Submitted,



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