



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
Montcalm County Administrative Offices
Stanton, Michigan

Conference Room A

Wednesday, April 25, 2018, 9:00 a.m.

MINUTES

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

Members Present: Tom Lindeman, George Bailey, Betty Kellenberger; Dwight Washington (*arrived at 9:11 a.m.*); Sam Smith (*arrived at 9:17 a.m.*); 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; Jennifer E. Morse, M.D., Medical Director; Liz Braddock, Director of Environmental Health; Andrea Tabor, Director of Community Health and Education

Staff Absent: None

Guests: Ali Barnes, Yeo & Yeo (*left at 9:17 a.m.*); Raelyn Jabrocki, Intern; Ryan Emmons, a student at CMU working toward a Master's degree in Public Health; and Ross Pope, Quality Improvement Coordinator (*arrived at 10:19 a.m.; left at 10:46 a.m.*);

B. DeLong, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health to order at 9:04 a.m., on Wednesday, April 25, 2018, 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:

M. Cheatham requested that item E. 1. c., FY 16/17 Audit be moved to the first order of business.

Motion made by T. Lindeman and seconded by G. Bailey to move item E. 1. c., FY 16/17 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 16/17 Audit – *Yeo & Yeo*

Ali Barnes, CPA from Yeo & Yeo reviewed the FY 16/17 Audited Financial Statements, including the Single Audit Report. She reviewed portions of the Financial Statements noting that the opinion given to MMDHD was an unmodified, clean opinion and there were no Federal findings in the Single Audit Report. She stated that the process and working with staff went well. Additionally, she mentioned that there would be new accounting standards for next fiscal year. She went over the recommendations contained in the report, including:

- Improved cash handling process in the branches;
- An electronics transactions policy is required and should be developed; and
- The process of check deposits with the Montcalm County Treasurer could be made more efficient by using electronic funds transfers instead of the county writing a check to the department and then having agency staff deposit the check. (Melissa Bowerman did state that there has been an improvement in this area as Expense Vouchers are now completed electronically which is more efficient and creates a better documentation process.)

Motion made by B. Kellenberger and seconded by G. Bailey to receive and place the FY 16/17 Audited Financial Statements on file. Motion carried.

Motion made by G. Bailey and seconded by T. Lindeman to reaffirm the motions made at the March 28, 2018 meeting. Motion carried.

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held March 12, 2018
- b. Mid-Michigan District Board of Health Regular Meeting held March 28, 2018

Motion made by G. Bailey to accept and place on file meeting minutes B. 1. a. and b. Motion seconded by B. Kellenberger. Motion carried.

2. Communications – None.

F. PUBLIC COMMENTS: None.

G. BRANCH OFFICE EMPLOYEES: None.

H. COMMITTEE REPORTS:

1. Finance Committee – Tom Lindeman, Chair

a. MMDHD’s Expenses for March 17 through April 13, 2018

Motion made by T. Lindeman to pay the MMDHD’s Expenses for March 17 through April 13, 2018, totaling \$442,547.47. Motion seconded by G. Bailey. Motion carried.

b. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for March 2018

Motion made by T. Lindeman to approve and place on file the MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for March 2018. Motion seconded by B. Kellenberger. Motion carried.

d. Request for Improvement of Deficiencies – Corrective Action Plan

M. Bowerman explained a request for a Corrective Action Plan received from the State of Michigan, Department of Treasury regarding the agency having a deficit for the prior three years. She indicated that the agency only had a deficit the last two years and noted that in the Corrective Action Plan. She said that she was required to show the documentation to the BOH.

Motion made by T. Lindeman and seconded by G. Bailey to authorize M. Bowerman to send the letter responding to the request for a Corrective Action Plan from the State Department of Treasury as proposed. Motion carried.

e. Update on the Expansion of My Community Dental Center, Sidney

M. Cheatham provided an update (no handout distributed) regarding the expansion of the dental clinic in Sidney stating that the agency’s fund balance of \$94,889 would be used, of which \$42,889 was granted to MMDHD by the Greenville Area Community Foundation. The remaining amount comes from the agency’s dental reserve and the Mid-Michigan Pathways to Better Health. He reported that construction began on April 9, 2018 to add a laboratory, laundry, break room, and storage, as well as a panoramic x-ray machine. Additionally, a quiet operatory would be added for patient comfort.

2. Personnel Committee – Betty Kellenberger, Chair

a. Schedule Health Officer Annual Appraisal

M. Cheatham stated that the annual Health Officer Performance Review needed to be scheduled. He explained the process and suggested that the Finance Committee members meet either before or after the May 10th Special Finance Committee Meeting; and the Personnel Committee members meet after the May 23rd or June 27th BOH meeting.

After discussion, motion made by B. Kellenberger and seconded by D. Washington to schedule the Health Officer’s annual appraisal with the Finance Committee members before the May 10th Special Finance Committee Meeting in St. Johns at 8:30 a.m. and with the Personnel Committee members at 11:30 a.m., directly following the June 27, 2018 Regular BOH Meeting in Ithaca. Motion carried.

- b. Update on Personnel Matter

Motion made by B. Kellenberger and seconded by S. Smith to go into closed session at 9:42 a.m. to discuss a personnel matter. Chairman DeLong called the roll:

Board Member	Yes	No
G. Bailey	✓	
B. Kellenberger	✓	
T. Lindeman	✓	
S. Smith	✓	
D. Washington	✓	
B. DeLong	✓	

Motion carried 6-0. The BOH returned to the Regular Meeting at 9:55 a.m.

- 3. Program Committee – Bruce DeLong, Chair – No report.
- 4. Mid-Central Coordinating Committee – Tom Lindeman, Vice Chair – No report.
- 5. Well and Septic Stakeholders Committee – Marcus Cheatham

- a. Draft Recommendations

L. Braddock provided an update regarding the Well and Septic Stakeholders Committee, stating that the Committee was working on draft recommendations for an agency septic ordinance. M. Cheatham added that next month, Public Sector Consultants will be presenting to the BOH regarding the proposed ordinance at the May BOH meeting. G. Bailey explained the problem stating that the watersheds contain about 40% human E.coli and 60% animal E.coli. He said the Committee wanted to work on a solution to the human E.coli problem first. G. Bailey indicated that funding was available (and being sought) to help those residents that cannot afford to repair their septic system. M. Cheatham added that staff at Public Sector Consultants would also be presenting to each of the County Boards of Commissioners requesting them to authorize the BOH to begin working on an ordinance that would ultimately be presented to the County Boards of Commissioners for their input and approval.

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

- 1. Sleep

Dr. Morse reported on sleep stating that individuals, particularly our youth, are not getting enough sleep. She said the recommended amount of sleep is over seven hours per day. She reviewed the graphics in her report and mentioned that lack of sleep is associated with increased rates of chronic diseases. She reviewed tips for getting good sleep. She said getting good sleep is not an option.

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

- *Make sleep a priority and take steps to ensure you and your family get the recommended hours of sleep each night.*
- *Follow up with your healthcare provider if you are concerned you have a sleep disorder.*

Motion made by B. Kellenberger and seconded by S. Smith to adopt the monthly BOH recommendation for May as proposed and accept and place on file the Medical Director's Report. Motion carried.

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

1. NALBOH Annual Conference, Strengthening the Public Health Voice: Boards Rally in Raleigh, August 8-10, 2018, Raleigh, North Carolina,
<http://www.nalboh.org/events/EventDetails.aspx?id=1003520&group=>

M. Cheatham stated that the agency would support BOH members who would like to attend the NALBOH Annual Conference in Cleveland.

2. FY 17/18 Quarterly Service Report, Second Quarter (January 1, 2018 – March 31, 2018)

M. Cheatham reviewed the Quarterly Service Report for the second quarter of FY 17/18 indicating that the Community Health and Education Division was experiencing a decline in the service numbers of most of their programs. A. Tabor reported that the State indicated that they may be changing the caseload requirements for the WIC program. For Environmental Health (EH), M. Cheatham reported that there was a decline in the service numbers due to staff turnover. He reported that the EH data was seasonal.

3. Staff Personal Safety

This topic was covered in the Closed Session.

H. OLD BUSINESS:

1. Update on Hepatitis A Outbreak Response

Dr. Morse reported that Clinton County is no longer considered an outbreak county; however, Gratiot County is still an outbreak county. A. Tabor reported on the response efforts of the agency in Gratiot County. M. Cheatham mentioned that the agency collaborated with the bus system in Clinton County to provide transportation to the clinic to be vaccinated, but few used this service. M. Cheatham said that the grant funding was through September 30, 2018. He distributed a handout regarding Hepatitis A Communications and indicated that the agency would be doing a big media push (approximately \$60,000) targeting radio and highway signage, as well as advertising in the Saint Johns and Greenville Secretary of State's Offices' television monitors. M. Bowerman mentioned that about \$6,000 was spent on Michigan Care Immunization Registry (MCIR) envelopes to do a targeted mailing to adults 18 to 30 years old that do not have a Hepatitis A vaccine on their MCIR record. M. Cheatham also reported that the agency was holding money from the grant to purchase Hepatitis A vaccine.

Dr. Morse reported that the agency received two Certificates of Recognition at the Communicable Disease Conference this week for our efforts addressing the Hepatitis A outbreak.

I. NEW BUSINESS:

1. Environmental Health Client Satisfaction Survey, *Ross Pope, Quality Improvement Coordinator*

R. Pope provided an overview of the EH Client Satisfaction Survey that was rolled out to clients on the 1st week of March 2018; adding that the sample size was small. L. Braddock commented that a link to the survey was added to the email signatures of all EH staff sending email communications. Eventually, the survey will be available at the counter and in the future, it will be added to staff tablets so staff conducting services in the field will be able to offer it to clients there as well. M. Cheatham summarized that now, the Client Satisfaction Survey will include both Divisions – Community Health and Education and EH.

2. Emory University PBB Clinics

M. Cheatham provided an update regarding the recent PBB Clinics held throughout the state to recruit people for two separate studies. Turnout was low due to the weather and the Cadillac visit was cancelled. In summary, 35 participants gave samples and 13 agreed to participate in the studies. M. Cheatham reported that discussions were held with the Pine River Superfund Citizens Task Force, Emory University, and State representatives about access to the PBB registry data. The State continues to say that they cannot release the data in the registry to Emory University. He reported that he has obtained a legal opinion saying that the Public Health Code allows the health department to have access to the data.

4. Village of Sheridan, Montcalm County – Water Fluoridation

M. Cheatham reported that the Village of Sheridan was considering ceasing its water fluoridation program. A committee was developed to testify at their next Village Council Meeting. The Village indicated that the fluoride was corroding their pumps. M. Cheatham involved L. Braddock in the issue; and she said that she contacted the Michigan Department of Environmental Quality (MDEQ) suspecting there was an issue with the mechanicals.

5. Emerging Issues

a. Paying for Court-Ordered Testing

[https://www.legislature.mi.gov/\(S\(co54flykxv5b0x0a3dk5r343\)\)/mileg.aspx?page=getObject&objectName=mcl-333-5129](https://www.legislature.mi.gov/(S(co54flykxv5b0x0a3dk5r343))/mileg.aspx?page=getObject&objectName=mcl-333-5129) (please see section (11) for details about payment)

M. Cheatham distributed and reviewed a handout regarding court-ordered testing prepared by our agency's general counsel, Cohl, Stoker, and Toskey. He provided background regarding court-ordered testing stating that there was an issue in Montcalm County. Upon researching the matter, M. Cheatham stated that he discovered the process was different in all three counties. A. Tabor added that the Clinton County Jail handles its own court-ordered testing without involvement from the health department.

In Gratiot County, A. Tabor said a nurse working at the jail collects the specimens and sends to the lab through a private physician's office in Clinton County. The Health Department is charged less for lab services than the County is currently paying and has offered to send in the specimens on behalf of the County.

A. Tabor mentioned that recently in Montcalm County, the numbers of court-ordered testing has significantly increased. In Montcalm County, the Sheriff's Department has requested the

assistance of the Health Department in doing the specimen collection. The bills for our services have been sent to the Montcalm County Jail; and they have questioned the bills. There was a meeting held with Montcalm County staff, including Sheriff Mike Williams. Sheriff Williams said he would discuss the issue with Judge Shafer to see if there was something he could do. M. Cheatham summarized what the Public Health Code states and said that there was discrepancy in the law with how all of the counties were handling the issue. M. Cheatham said the topic was informational and would keep the BOH informed of the outcome.

b. Central Sanitary Landfill, Inc., Pierson, Montcalm County PFAS Levels

L. Braddock distributed a handout regarding PFAS at the Central Sanitary Landfill, Inc. in Pierson Township. She reported that the Michigan Department of Environmental Quality notified MMDHD that the Central Sanitary Landfill in Pierson was contaminated with high levels of PFAS because Wolverine Worldwide had been dumping sludge from their footwear tannery operation in the landfill. She provided data regarding the test results of the monitoring wells stating that any tests over 70 parts per trillion was over the acceptable level. The MDEQ met with staff from the MMDHD, Commissioner Tom Porter and Bob Clingenpeel from Montcalm County, and staff from Pierson Township. She reported that 21 residential wells were identified as Phase I testing and 2 Type II non-community water wells – a golf course and a small store. She said that a public meeting will be held April 26, 2018 to inform the public regarding the contamination and health department staff will be attending. The flyer prepared by MDEQ was distributed to homes/businesses within a one-mile radius of the landfill as well as included in area newspapers. She reported that there were links to several important pieces of information on the State's MPART website that was linked to our website. M. Cheatham clarified that to date, there has not been any contamination found in residential wells – only test monitoring wells. L. Braddock reported that Republic is paying for Phase I of the well testing with results available in about six weeks.

J. LEGISLATIVE ACTION:

1. Legislative Statewide Septic Code

[https://www.legislature.mi.gov/\(S\(co54flykxv5b0x0a3dk5r343\)\)/mileg.aspx?page=getobject&objectname=2018-HB-5752&query=on](https://www.legislature.mi.gov/(S(co54flykxv5b0x0a3dk5r343))/mileg.aspx?page=getobject&objectname=2018-HB-5752&query=on)

M. Cheatham provided background regarding the Statewide Septic Code, House Bill No. 5752, stating that there were a lot of similarities between the legislation and our district's draft recommendations. Representative Lower feels that he has support to get the bill passed. M. Cheatham stated that it still would be beneficial for the Committee to continue working on a district ordinance because if a Statewide Septic Code is passed, the agency would need to establish the framework for the code requirements anyway. M. Cheatham added that Governor Snyder supports the Statewide Septic Code.

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District Board of Health Action Items, March 2018

2. Staffing Report

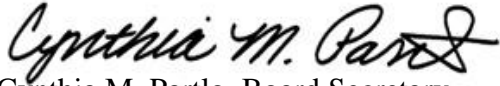
L. RELATED NEWS ARTICLES AND LINKS:

1. MMDHD News Articles Available Online at: <http://mmdhd.org/?q=node/137>
2. “Citizen Panel Helps Mid-Michigan Town Recover From Decades Of Contamination”, *Great Lakes Echo*, April 9, 2018, <http://greatlakesecho.org/2018/04/09/citizen-panel-helps-mid-michigan-town-recover-from-decades-of-contamination/>

M. AGENCY NEWSLETTERS: None

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

APPROVED 5/23/18