



BOARD OF HEALTH:

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APPROVED 3/27/19

BOARD OF HEALTH
ORGANIZATIONAL MEETING
at
Mid-Michigan District Health Department
Clinton County Office
Stanton, Michigan

February 27, 2019
8:30 a.m.

MINUTES

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

- Members Present: Bruce DeLong, George Bailey, Adam Petersen, Dwight Washington, Chuck Murphy, and Betty Kellenberger
- Members Absent: None
- Staff Present: Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman, Director of Administrative Services; Cindy Partlo, Executive Administrative Assistant; Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; and Andrea Tabor, Director of Community Health and Education Division (CHED); and Liz Braddock, Director of Environmental Health (EH)
- Staff Excused: None
- Guests: Maddy Koenigsknecht, Intern

The January Organizational Meeting of the Mid-Michigan District Board of Health was moved to February 27, 2019 (Clinton County Office) due to inclement weather.

M. Cheatham, Health Officer called the Organizational Meeting of the Mid-Michigan District Board of Health (BOH) to order at 8:30 a.m., on Wednesday, February 27, 2019, at the Clinton County Office of the Mid-Michigan District Health Department (MMDHD), Saint Johns, Michigan.

The Pledge of Allegiance was led by M. Cheatham.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

As election of a Chairperson for 2019 had not occurred, M. Cheatham opened the Organizational Meeting by requesting any additions or revisions to the Agenda. He said that he would like to add Rebranding Update under Old Business, item J. 4.

Motion made by B. Kellenberger and seconded by B. DeLong to approve the Agenda as amended. Motion carried.

B. ELECTION OF OFFICERS FOR 2019

1. Chairperson

M. Cheatham requested nominations for Chairperson. B. DeLong nominated **G. Bailey**. Nomination seconded by B. Kellenberger.

Motion made by B. DeLong and seconded by B. Kellenberger that the nominations be closed and a unanimous ballot be cast for G. Bailey as Chairperson. Motion carried.

The meeting was turned over to Chairperson, G. Bailey.

2. Vice Chairperson

Chairperson, G. Bailey asked for nominations for Vice Chairperson.

B. DeLong nominated **B. Kellenberger**. Nomination seconded by D. Washington.

Motion made by B. DeLong and seconded by D. Washington that the nominations be closed and a unanimous ballot be cast for B. Kellenberger as Vice Chairperson. Motion carried.

C. APPOINTMENTS TO THE BOH FOR 2019

1. Appointment of BOH Secretary

G. Bailey said the agency's position of Executive Administrative Assistant is appointed as the BOH Secretary and carries out the posting of public notices for the BOH. He appointed **Cynthia Partlo, Executive Administrative Assistant** as BOH Secretary.

Motion made by B. DeLong and seconded by B. Kellenberger to approve the appointment of Cynthia Partlo as BOH Secretary. Motion carried.

2. Appointment of BOH Standing Committee Chairpersons and Membership: Assignments for 2019

a. Finance Committee

G. Bailey appointed **B. DeLong, G. Bailey, and A. Petersen** to the Finance Committee. **B. DeLong** will serve as Chairperson.

b. Personnel Committee

G. Bailey appointed **B. Kellenberger, C. Murphy, and D. Washington** to the Personnel Committee. **B. Kellenberger** will serve as Chairperson.

c. Program Committee

G. Bailey appointed **D. Washington, A. Petersen, and C. Murphy** to the Program Committee. **D. Washington** will serve as Chairperson.

Motion made by B. DeLong and seconded by D. Washington to accept the Appointments to Standing Committees. Motion carried.

3. Appointment of BOH Representatives to External Organizations and Committees – Assignments for 2019

a. Mid-Central Coordinating Committee

G. Bailey appointed **D. Washington, A. Petersen, and C. Murphy** to the Mid-Central Coordinating Committee.

b. Michigan Association for Local Public Health (MALPH)

G. Bailey appointed **D. Washington**, alternate and **M. Cheatham**, primary to the Michigan Association for Local Public Health (MALPH).

4. Appointment of BOH Representatives to Internal Committees for 2019

a. Quality Vision Action Team (QVAT)

G. Bailey appointed **B. Kellenberger** to serve as liaison on the QVAT.

b. Rebranding/Marketing Committee

G. Bailey appointed **B. Kellenberger** to the Rebranding/Marketing Committee.

D. Washington mentioned that MALPH has asked him to serve as a Michigan Association of Counties (MAC) representative to their Board.

Motion made by B. DeLong and seconded by D. Washington to accept the Appointments to External Organizations and Internal Committees. Motion carried.

D. CONSENT ITEMS:

1. Meeting Minutes

a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held December 10, 2018

b. Mid-Michigan District BOH Regular Meeting held December 19, 2018

c. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held January 14, 2019

2. Communications

- a. Email message dated January 4, 2019 to Cindy Partlo from Penny Goerge, Executive Secretary, Clinton County, regarding appointments to the BOH for 2019
- b. Letter dated January 15, 2019 to MMDHD from Angie Thompson, Gratiot County Clerk regarding Gratiot County BOH appointment of Chuck Murphy for 2019-20
- c. Letter dated January 15, 2019 to Marcus Cheatham from Bob Clingenpeel, Montcalm County Controller/Administrator, regarding appointments to the BOH for 2019
- d. Letter dated January 16, 2019 to Mid-Michigan District Board of Health and Staff from Tom Lindeman regarding gratitude for recognition of years of service on the Board of Health and gift card

Motion made by B. Kellenberger and seconded by B. DeLong to accept and place the Meeting Minutes D. 1. a. through c. and Communications D. 2. a. through d. on file. Motion carried.

E. PUBLIC COMMENTS: None.

F. BRANCH OFFICE EMPLOYEES: None.

G. COMMITTEE REPORTS:

1. Finance Committee:

- a. MMDHD's Expenses for December 8, 2018 through February 15, 2019

B. DeLong reviewed the expenses and asked about the \$1,260 charge for Dropbox on Marcus' credit card statement. M. Bowerman explained that the agency is required to have it for emergency preparedness and it was for use by management staff to have secure documents when not on-site. The price is an annual fee based upon the megabytes purchased and number of users.

Motion made by B. DeLong to approve the Mid-Michigan District Health Department's Expenses for December 8, 2018 – January 18, 2019, totaling \$643,406.61 and January 19 – February 15, 2019 totaling \$897,376.36. Motion seconded by B. Kellenberger. Motion carried.

- b. MMDHD's Monthly Balance Sheets, Revenue and Expenditure Reports for October through December 2018; and January 2019

M. Bowerman said that she will be doing a budget amendment next month. The funds from the Mid-Michigan Health Plan were received (just over \$500,000) and were designated for the Pathways Program in restricted fund balance. She also mentioned that from an auditing standpoint, the rent for the dental center space in Clinton County was now being reflected as both revenue and expense.

Motion made by B. DeLong to approve the MMDHD's Monthly Balance Sheets, Revenue and Expenditure Reports for January 2019 and the first quarter of FY 18/19 (October through December 2018) and place on file. Motion seconded by D. Washington. Motion carried.

c. BOH Per Diem Compensation and Travel Reimbursement

M. Bowerman reviewed proposed changes to the BOH Per Diem Compensation and Travel Reimbursement Policy recommending that the policy be approved annually by the BOH. She changed the new compensation rates to \$35 per day up to three hours and \$60 per day for more than three hours. M. Cheatham mentioned that the policy follows Section 333.2444(2) of the Public Health Code. M. Bowerman clarified that the \$500 BOH Chair stipend was paid quarterly.

Motion made by B. DeLong and seconded by D. Washington to approve the revised BOH Per Diem Compensation and Travel Reimbursement Policy as proposed effective February 1, 2019 and authorize the Board Chair to sign it. Motion carried.

d. Family Planning Cost Study Policy and Fee Changes

M. Bowerman explained that the agency is required to conduct a Family Planning Cost Study every two years and have a policy on file regarding the process. She explained how the cost study is performed. She indicated that the Family Planning Cost Study recently conducted revealed recommendations for fee adjustments which she reviewed with the Board.

Motion made by B. DeLong and seconded by B. Kellenberger to approve the Family Planning Cost Study and the recommended fee adjustments as outlined effective February 1, 2019. Motion carried.

2. Personnel Committee

a. Arbitration Dates

M. Cheatham mentioned that an arbitration hearing was scheduled for March 25, 2019 and said Personnel Committee members could attend if available. B. Kellenberger expressed interest in attending. M. Bowerman mentioned that she would let her know the time and location of the hearing once determined.

3. Program Committee – No report.

4. Mid-Central Coordinating Committee – No report.

H. MEDICAL DIRECTOR'S REPORT: Jennifer E. Morse, M.D., MPH, FAAFP

1. Wood Smoke and Health

Dr. Morse reviewed her report on the dangers of smoke from burning wood stating that the smoke contains harmful gases and fine particles. Manufacturers have continued to improve designs to keep emissions low. She reported that the Environmental Protection Agency (EPA) continues to lower the emission standards and by 2020, will lower limits to 2 to 2.5 gm/hr. Michigan does not enforce the EPA requirements; however, she said that local communities can establish ordinances. She stated that resources were included in her report regarding how to write a local ordinance and how to burn wisely and healthfully.

2. Michigan Tick Identification Summary and Tick Testing Kit Orders

Dr. Morse reviewed the Michigan Tick Identification Summary for 2018 indicating that the State will identify the type of tick submitted. The reason for that is that the blacklegged tick is the only tick that spreads Lyme disease. She supplied an order form from the State of Michigan that could be completed to receive free brochures describing how to identify ticks. Dr. Morse summarized that if a blacklegged tick is captured alive, it can be sent to the State to be tested for Lyme disease and prophylaxis started on the individual.

3. Influenza Update – No report.

4. The Role of a Medical Director

Dr. Morse described the role of a Medical Director for local public health stating that she represents one-fifth of the State, comprising about 330,000 residents. She mentioned that she is at the disposal of the Boards of Health for any concerns that they might have. She briefly reviewed her duties mentioning that there is a lot of variety in her position.

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

1. *Encourage local sale and use of EPA compliant wood stoves and changeout of noncompliant stoves.*
2. *Educate the community about wood smoke and consider local ordinances if necessary to protect public health.*
3. *Encourage uses of cleaner energy sources.*

Motion made by B. DeLong and seconded by D. Washington to adopt the BOH Monthly Healthy Living recommendation as amended above for March and accept the Medical Directors report and place it on file. Motion carried.

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

1. Quarterly Service Report, First Quarter FY 18/19 (October 1, 2018 through December 31, 2018)

M. Cheatham explained the Quarterly Service Report (QSR) and reviewed program numbers for the CHED and EH Division for the first quarter of FY 18/19.

2. National Association of County and City Health Officials (NACCHO) 2019 Annual Conference, *Improving the Nation's Health Through Public and Private Partnerships*, July 9-11, 2019, Orlando, Florida, <http://www.nacchoannual.org/>

M. Cheatham encouraged BOH members to attend the NACCHO 2019 Annual Conference in Orlando, Florida. Let C. Partlo know if interested in attending, and she will register you.

3. Grant Update

M. Cheatham distributed and reviewed the Grant Update. He also explained Cross-Jurisdictional Sharing Grants distributed to local health departments from the State.

4. Update on the Government Shutdown

M. Cheatham said that he didn't have a report on the government shutdown.

5. Public Health Funding Formula

M. Cheatham informed the BOH that the State has studied how local health departments are funded. He reviewed the handout and mentioned that the report outlines recommendations for revamping local public health department funding. He indicated that the likely option would be to hold local health departments harmless. M. Bowerman added that this was a step in the right direction and agreed that it was the best option. L. Braddock added that the State agrees that public health is underfunded and if changes happen in the funding formula, the EH division could receive additional funding that is much needed. In summary, M. Cheatham said that this was an important development that he would follow and provide updates for the Board.

6. Day at the Capital, Wednesday, April 10, 2019

M. Cheatham explained the Day at the Capital and invited Board of Health members to attend.

7. Michigan's Premier Public Health Conference, October 16-17, 2019, Ypsilanti

M. Cheatham explained the Michigan's Premier Public Health Conference and encouraged Board of Health members to attend.

8. Update on Statewide Accreditation

M. Cheatham provided an update regarding the agency's statewide accreditation that was held during the week of February 4, 2019 with participation by B. Kellenberger and D. Washington. He reported that the process went very well. EH stood out as a strong area because there were no findings and the evaluators were very interested in how we operated our programs. He said that the agency was not eligible for Accreditation with Commendation because of the move to new software in both divisions (Hedgehog and Patagonia) which broke the agency's Performance Management System. He described a few corrective plans of action for the CHED stating that they were easy fixes.

The Accreditation Commission volunteers to present our Accreditation Certificate to the agency in the late summer or early fall. M. Cheatham reviewed the options for the presentation and recommended presenting to County Commissioners to educate them about the agency's accreditation process. B. Kellenberger suggested that the Certificate should be presented to the employees. M. Cheatham said that maybe it could be incorporated into the Commissioner Forum typically held in September. He summarized that he would bring a proposal to the Board at a future meeting.

9. Montcalm County Food Hub

M. Cheatham explained that the Montcalm County Food Summit will be held Saturday, March 9, 2019, 9 a.m. at the Four Seasons Marketplace in Edmore. He said that presenters will be speaking on

nutrition and health and connecting agriculture to food buyers. The market manager indicated that there was interest from the Amish community and specialty crop farmers from outside of the county were looking to sell their products at the marketplace. He also said that buyers, such as schools, restaurants, and hospitals would be there as well. M. Cheatham mentioned that although this project was started in Montcalm County through the Community Health Assessment, other counties could become involved as well, such as the Bath Farmers Market and Alma College.

J. OLD BUSINESS:

1. Approach to Septic System Issues

M. Cheatham provided background regarding the district's water quality issues and where the agency was to date. He said that the agency's current EH Regulations were not solving the water quality problem. He explained a new proposal to the BOH regarding septic system management within the district stating that the agency would create financial assistance resources for those households with failing septic systems or no septic system – about 4,000 that cannot afford the cost of a new system. He said the water quality program would also focus on land application of septage waste and Concentrated Animal Feeding Operations (CAFOs). The water quality program proposes an increase in funding to support 1 FTE Environmental Health Specialist (EHS) to coordinate the program – approximately \$60,000. The additional funding would come from an increase in the local health department county appropriations (\$60,000 divided by 3 counties). G. Bailey said that he would like the County Commissioners to discuss this option with their Boards. He also added that the existing EH Regulations would not need to be changed to implement the water quality program. The focus would be on the "hot spots" (a direct discharge of waste into creeks or rivers) within the district.

L. Braddock provided an update regarding the septic issue in Seville Township. She reported that the Michigan Department of Environmental Quality (MDEQ) has sent a letter to Seville Township outlining their severe E.coli problem and that they are getting involved to resolve the problem. Seville Township has been working with the health department, Commissioners, the MDEQ, and the Michigan Rural Water Association to discuss the issue and possible solutions. She said that other small communities with similar issues were discussed as well. She mentioned that there was public concern expressed that the health department wasn't doing enough to solve the problem. She replied that there are only two EHS that work in Gratiot County and their main focus was on permitting. The agency doesn't have a dedicated staff person to work on water quality.

G. Bailey recommended having the three County Administrators meet to discuss the proposal. After discussion, the Board members agreed that a meeting with the County Administrators would be a good first step.

Motion made B. DeLong and seconded by B. Kellenberger to recommend that the Health Officer meet with the County Administrators to discuss the water quality program. Motion carried.

2. Hepatitis A Outbreak Funding Continuation

M. Cheatham mentioned that the agency received continuation funding for managing a Hepatitis A outbreak in the amount of \$80,000 for FY 18/19. He reviewed the agency's work plan and mentioned that updates would be provided to the Board regarding the agency's activities.

3. Montcalm County Animal Control

M. Cheatham provided background regarding the Montcalm County Animal Control stating that the County Animal Control was shut down and former staff established the Humane Society of Mid-Michigan, a non-profit agency. The Humane Society of Mid-Michigan has developed a fee schedule for quarantining or euthanizing animals. M. Cheatham reported that those fees would need to be incorporated into the District funding formula. He reported that the estimated fee amount was \$3,000 per fiscal year.

4. Rebranding Update

M. Cheatham reviewed the rebranding update handout stating that it was provided for information only.

K. NEW BUSINESS:

1. Adoption of Proposed 2019 BOH Finance Committee and Regular Meeting Schedule

Motion made by B. Kellenberger and seconded by B. DeLong to approve the 2019 BOH Finance Committee and Regular Meeting Schedule as proposed. Motion carried.

2. Parks and Greenspace Health Committee

D. Washington outlined a concept between the Clinton County Parks and Greenspace Commission and the Clinton County Parks and Greenspace Health Committee to incorporate health into parks and greenspace planning. He explained that the focus was on looking at the benefits of State, local, and townships parks to incorporate healthy activities within the parks. He said that currently, stakeholders are being recruited and Sparrow Hospital, Clinton County Sheriff's Department, and the Juvenile Court have expressed interest. He indicated he would continue to provide updates to the Board on their efforts.

3. MMDHD Phone Numbers Hacked

M. Cheatham mentioned that the agency's telephone numbers were hijacked by scammers calling people from Michigan and the United States claiming to be from Medicare or the health department in an attempt to obtain personal information. He said that a press release was issued, and the incident was reported to local law enforcement. The topic was for information only.

4. Emerging Issues

a. New PFAS Site-Gratiot County

L. Braddock reported that the former Total Refinery facility in Alma has been added to the Michigan PFAS Action Response Team (MPART) website.

L. LEGISLATIVE ACTION: – None.

M. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, December 2018

2. Staffing Reports, January and February 2019

- N. RELATED NEWS ARTICLES AND LINKS: – <https://www.mmdhd.org/2019-board-of-health-2/>
1. STATE TO SEVILLE: Septic Systems Unlawfully Discharging into Pine River, *Gratiot County Herald*, December 19, 2018
 2. Montcalm County Board Oks Electronic Recycling Hike, *Daily News*, December 21, 2018
 3. Contractor Expected To Produce Savings At Velsicol Site, *Morning Sun*, December 26, 2018
 4. Keon Elected To Task Force Hall Of Fame, *Morning Sun*, December 26, 2018
 5. Landfill Tests Positive For PFAS, *Gratiot County Herald*, December 27, 2018
 6. Pine River Task Force Celebrates 20 Years, *Morning Sun*, December 27, 2018
 7. Septic System Regulations Challenge Officials, *Gratiot County Herald*, December 27, 2018
 8. Seville Township Alerted To Failing Septic Systems In Riverdale Area, *Gratiot County Herald*, December 27, 2018
 9. Sharps Disposal Program, *Montcalm County Senior News*, January 2019
 10. Protecting Our Fresh Water While Preserving Private Property Rights, *Gratiot County Herald*, January 2, 2019
 11. Health Department Stars, *Daily News*, January 5, 2019
 12. Healthy Pine River Group To Release Study Results, *Morning Sun*, January 8, 2019
 13. State Health Officials Warn Of Increasing Norovirus Activity, *Morning Sun*, January 8, 2019
 14. Upper Pine River Watershed Findings To Be Revealed, *Gratiot County Herald*, January 10, 2019
 15. MDEQ To Require Ithaca To Cleanup Former Landfill, *Morning Sun*, January 11, 2019
 16. National Association of Local Boards of Health (NALBOH), [NewsBrief-Winter 2019.pdf](#)
 17. State Holding Ithaca Liable For Contaminated Landfill, *Gratiot County Herald*, January 16, 2019
 18. ‘The Stress Of This Job Was Getting To Me’, *Gratiot County Herald*, January 16, 2019
 19. Shutdown Not Impacting St. Louis EPA Cleanup – Yet, *Morning Sun*, January 22, 2019
 20. Montcalm County Reviewing Recycling Coordinator Bids, *Daily News*, January 26, 2019
 21. Governor Revamps Environmental Agency After Flint, *Morning Sun*, February 5, 2019
 22. Health Department Encourages Radon Testing, *Daily News*, February 12, 2019
 23. The Water Quality of Rivers In Mid-Michigan, *Gratiot County Herald*, February 14, 2019
 24. Septic Systems: What’s Happening In Mid-Michigan?, *Gratiot County Herald*, February 14, 2019
 25. New Health Risk May Be Caused By PBB Exposure, *Morning Sun*, February 18, 2019
 26. [Phone Scammers Posing As Health Officials](#), *Lansing State Journal*, February 19, 2019
 27. [Health Officials Order Lansing Coffee Shops To Pull Cannabis Derivative From Shelves](#), *Lansing State Journal*, February 20, 2019
- O. AGENCY NEWSLETTERS: None.

There being no further business to come before the Board, the meeting adjourned at 11:26 a.m.

Respectfully Submitted,



Cynthia M. Partlo
Board Secretary For
George Bailey, Chairperson
Mid-Michigan District BOH