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BOARD OF HEALTH:	Bruce DeLong Dwight Washington, Ph.D.	George Bailey Chuck Murphy	Betty Kellenberger Adam Petersen
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APPROVED 6/26/19

BOARD OF HEALTH
REGULAR MEETING
at
Mid-Michigan District Health Department (MMDHD)
Montcalm County Administrative Offices
Stanton, Michigan

Conference Room A

Wednesday, April 24, 2019, 9:00 a.m.

MINUTES

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

Members Present: Adam Petersen, Bruce DeLong, Betty Kellenberger; Chuck Murphy; and Dwight Washington *(arrived at 9:14 a.m.)*

Members Absent: George Bailey, Chairperson

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

Staff Absent: Andrea Tabor, Director of Community Health and Education

Guests: Ali Barnes, Yeo & Yeo *(left at 9:28 a.m.)*; Elisabeth Waldon, Greenville Daily News Reporter; Krishna Santana, MMDHD Public Health Representative; and various public

Betty Kellenberger, Vice Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health to order at 9:04 a.m., on Wednesday, April 24, 2019, at the Montcalm County Administrative Offices of the Mid-Michigan District Health Department (MMDHD), Stanton, Michigan.

Pledge of Allegiance was led by B. Kellenberger.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

M. Bowerman requested that the Other Post-Employment Benefits (OPEB) Corrective Action Plan be added as item E. 1. e. M. Cheatham requested that item E. 1. c., FY 17/18 Audit be moved to the first order of business.

Motion made by B. DeLong and seconded by C. Murphy to move item E. 1. c., FY 17/18 Audit to the first order of business; add OPEB Corrective Action Plan as E. 1. e, and approve the Agenda as amended. Motion carried.

E. COMMITTEE REPORTS:

1. Finance Committee – Bruce DeLong, Chair

c. FY 17/18 Audit – *Yeo & Yeo*

Ali Barnes, CPA from Yeo & Yeo reviewed the FY 17/18 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 audit opinion and there were no Federal findings in the WIC Program reported in the Single Audit Report. The agency implemented GASB 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions. She indicated that new GASB requirements will be coming out in the future. She added that although the Financial Statements represented good financial management, there were recommendations contained in the report, including:

- 1) An audit adjustment of \$80,028 for prepaid building rent as an expense was not adjusted at year-end (the entire amount was paid off);
- 2) Journal entries need an improved approval process;
- 3) Cash collected at each different location with one person doing everything related to making a deposit. It was recommended that duties be segregated and the comparison of the deposit slip to the cash receipting software be documented.
- 4) Some of the Community Health and Education Division (CHED) fees did not match the rate schedule approved by the BOH. M. Bowerman added that the process was recently improved.
- 5) Establish a written policy for electronic transactions of public funds approved by the BOH.

Motion made by B. DeLong and seconded by A. Petersen to accept the FY 17/18 Audited Financial Statements. Motion carried.

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held March 11, 2019
- b. Mid-Michigan District Board of Health Regular Meeting held March 27, 2019

C. Partlo indicated that the MALPH Minutes were not available, but would be provided at the May meeting. A. Petersen indicated that under the Water Quality Program on the BOH Regular Meeting Minutes from March 27th, his comments were not included. Although A. Petersen didn't request corrections to the March 27th BOH Minutes, he indicated that the Minutes

didn't reflect dialogue between him and M. Cheatham. C. Partlo said that technically, motions only needed to be recorded in the Minutes. B. DeLong mentioned that if a BOH member makes a statement that they would like on record, C. Partlo should be instructed to record the statement(s) in the Minutes.

Motion made by B. DeLong and seconded by C. Murphy to accept the Meeting Minutes B. 1. b. and place on file. Motion carried.

2. Communications – None.

C. PUBLIC COMMENTS: Public comments were received by the BOH.

D. BRANCH OFFICE EMPLOYEES: Krishna Santana, Public Health Representative in Environmental Health (EH) was attending to complete requirements of her orientation.

E. COMMITTEE REPORTS:

1. Finance Committee – Bruce DeLong, Chair

a. MMDHD's Expenses for March 16 through April 12, 2019

Motion made by B. DeLong to pay the MMDHD's Expenses for March 16 through April 12, 2019, totaling \$472,885.03. Motion seconded by D. Washington. Motion carried.

b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for March 2019

Motion made by B. DeLong to approve and place on file the MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for March 2019. Motion seconded by D. Washington. Motion carried.

Motion made by B. DeLong and seconded by C. Murphy to approve the amended Budget as proposed. Motion carried.

d. Community Health and Education Division (CHED) Fee Changes

B. DeLong mentioned that the topic was tabled until the revenue generated from the Metronidazole fees could be determined.

e. OPEB Corrective Action Plan

M. Bowerman distributed a copy of the OPEB Corrective Action Plan and explained the benefit for approximately 10 non-union employees to obtain health insurance upon retirement with 20 consecutive years of service stating that the agency had a policy; however, in November of 2016, the BOH closed the benefit to any new employees. The Michigan Department of Treasury notified MMDHD that the health benefit needed a corrective action plan due to the underfunded status; however, M. Bowerman stated that there was sufficient fund balance to pay the benefit as not all employees would retire at the same time. She said \$175,000 was needed to fully fund the benefit; and the corrective

action plan requires MMDHD to reach the 40% funding ratio to remove the underfunded status. Although it was M. Bowerman's recommendation to respond to the Treasury explaining how the agency would fund the benefit, she said the BOH could choose to fund the benefit with a specific amount from the agency's fund balance. She mentioned that she needed to complete and submit the Corrective Action Plan with what the BOH approves. B. DeLong expressed that the OBEP liability should be funded regularly over time. M. Bowerman said that fund balance was available and could be used to fund all or part of it. Additionally, if there was a surplus at the end of the year, an amount could be designated at the end of the fiscal year. B. DeLong suggested designating \$25,000 a year to the OPEB liability. M. Bowerman recommended taking the \$55,000 from Unemployment Fund Balance this fiscal year and fund the OBEP liability with \$10,000 per year thereafter for 12 years.

Motion made by B. DeLong and seconded by D. Washington to use \$55,000 from the Unemployment Fund Balance to fund the OBEP liability in FY 18/19 with \$10,000 funded per year thereafter until 40% funded. Motion carried.

2. Personnel Committee – Betty Kellenberger, Chair – No report.
3. Program Committee – Chuck Murphy, Chair – No report.
4. Mid-Central Coordinating Committee – Dwight Washington – No report.

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

1. E-Cigarette Use or Vaping

Dr. Morse reported on e-cigarettes/vaping use indicating that a misconception exists that e-cigarettes/vaping is less harmful than cigarettes. She indicated that the vapor from e-cigarettes/vaping contains harmful chemicals; and many unanswered questions remain regarding the long-term effects. She reported that e-cigarette/vaping use among youth has continued to increase in Michigan and throughout the United States. Additionally, marijuana vaping among teens has increased as well.

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

1. *Educate youth and their parents about the harms of e-cigarette and nicotine use.*
2. *Incorporate e-cigarettes into smoke-free policies and encourage local businesses and schools to do the same.*
3. *Help with efforts to prevent access of e-cigarettes to youth, such as regulating e-cigarettes like tobacco.*
4. *Support your county substance abuse coalition.*

M. Cheatham added that he would like to add a fourth recommendation to Dr. Morse's recommendations; namely, to *Support your county substance abuse coalition*. He explained that MMDHD remains very active in all three county substance abuse coalitions.

Motion made by B. DeLong and seconded by D. Washington to adopt the monthly BOH recommendation for May as amended and accept and place the Medical Director's Report on file. Motion carried.

2. Letter Authorizing Release of Health Information; HIPAA Privacy Rule, 45CFR 164.512(b)

Dr. Morse discussed a pulmonary tuberculosis (TB) case in Clinton County where the individual had been in contact with numerous people in various places throughout the state. She explained that public health does not need a records request to obtain medical records, unlike physicians. She reviewed an excerpt from the HIPAA Privacy Rule, 45CFR 165.512(b) that explained the disclosure. She reported that hundreds of individuals have been tested and only one has tested positive.

3. Measles Exclusions Recommendations/Requirements

Dr. Morse reviewed the handout regarding exclusion recommendations regarding measles. She explained that measles is extremely contagious; therefore, to protect the public, people infected with measles may have to be isolated from group activity settings (e.g., schools, daycare centers, workplace camps, etc.) immediately and through the fourth day after the onset of rash to limit further exposures.

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

1. FY 18/19 Quarterly Service Report, Second Quarter (January 1, 2019 – March 31, 2019)

M. Cheatham reviewed the Quarterly Service Report for the second quarter of FY 18/19 indicating that the Community Health and Education Division (CHED) experienced a decline in the service numbers for most of their programs. He reported that the State was giving MMDHD a new caseload goal of 3,200 in the WIC program because of declining enrollment. MMDHD should not have a problem meeting that new caseload goal in the future. For Environmental Health (EH), M. Cheatham reported that the Food Program was on track to meet goals. The On-Site Sewage Disposal Program and Water Quality Control numbers are made up in the third quarter.

H. OLD BUSINESS:

1. Update on Water Quality Program

M. Cheatham provided an update on the Water Quality Program and clarified that there would not be a fee-based program or an inspection program. He mentioned that there was a lot of work in the district to be done regarding water quality improvement; however, MMDHD had insufficient staff to perform the work. Therefore, he indicated that during the FY 19/20 budget process, he planned to introduce a proposal to fund a full time Environmental Health Specialist (EHS) to respond to water quality issues in all three counties. Additionally, M. Cheatham reported that he had been talking to the Michigan Department of Environmental Quality (MDEQ) regarding financial assistance for those homeowners needing help with new septic systems or repairs. He reported that the MDEQ was excited to work with us and had requested a meeting with MMDHD and the United States Department of Agriculture (USDA) staff.

M. Cheatham explained the agency's budget process stating that a meeting was scheduled with the Administrator/County Controllers May 2nd at 1:30 p.m. to discuss MMDHD's FY 19/20 Budget; then it would be presented to the BOH. A. Petersen asked if MMDHD would be increasing fees in Montcalm County if the budget was not passed by the County Commissioners. M. Cheatham replied that he does not want to increase fees in Montcalm County. A. Petersen commented that after terminating the Resource Recovery Services contract in early 2019, MMDHD was now going to ask Montcalm County to pay approximately \$25,000 for a water quality EHS. He summarized that MMDHD needed complete communication and better management of the water quality issue. D. Washington agreed adding that communication with the public regarding the complex water quality issue was important; and the agency needed to get it right. Further, A. Petersen acknowledged that water quality improvement was needed in Montcalm County; however, he said that MMDHD was asking the public to put more money into a program that they don't fully understand.

C. Murphy commented that he volunteered to work with the Riverdale citizens committee regarding their septic issue. He requested M. Cheatham to send him any information regarding available funding, stating that the committee would be meeting next Tuesday, April 30, 2019 at the Riverdale library.

I. NEW BUSINESS:

1. La Cocina Restaurant, Trufant

L. Braddock explained that there was an issue at the Trufant restaurant, La Cocina, regarding the expansion of the restaurant and the ability to adapt the septic system to accommodate the increased seating. She indicated that the issue was recently resolved stating that the owner had agreed to work with MMDHD to ensure that the needed improvements were made to the septic system.

L. Braddock also mentioned that during April, the EH Division issued two imminent orders on restaurants in Alma and Saint Johns that were on city sewer systems that had sewage backed up into the restaurants. The agency had to close the restaurants until the sewage was cleaned up and the facilities disinfected. She reported that both restaurants were now operational.

2. Emerging Issues

- a. M. Cheatham reported that A. Tabor, Director of CHED, had announced her retirement from the agency September 27, 2019. He reported that the position would be posted at the end of June so that the new hire might be able to work with Andrea before she leaves.

J. LEGISLATIVE ACTION: None.

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, March 2019
2. Staffing Report

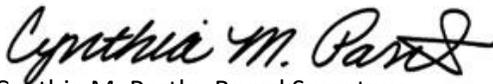
L. RELATED NEWS ARTICLES AND LINKS:

1. Work Set To Resume At Former Velsicol Plant Site, *Morning Sun*, March 22, 2019
2. Dental Health Month Contest Winner, *Lakeview Area News*, March 28, 2019
3. What You Need To Know About Measles, *Clinton County News*, March 31, 2019
4. MMDHD: Get Vaccinated Against Measles, *Gratiot County Herald*, April 3, 2019
5. Legislators Will Address Failing Septics, *Gratiot County Herald*, April 3, 2019
6. Health Department Medical Director Gives Report on Wood Burning, *Gratiot County Herald*, April 3, 2019
7. Judge: County Can't Ban Unvaxed Children From Schools, Parks, *Morning Sun*, April 7, 2019

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting adjourned at 11:21 a.m.

Respectfully Submitted,



Cynthia M. Partlo, Board Secretary
For Betty Kellenberger, Vice Chairperson
Mid-Michigan District Board of Health