



BOARD OF HEALTH:

CLINTON OFFICE

1307 E. Townsend Rd.
Saint Johns, MI 48879-9036
(989) 224-2195

Bruce DeLong
Dwight Washington, Ph.D.

GRATIOT OFFICE

151 Commerce Dr.
Ithaca, MI 48847-1627
(989) 875-3681

George Bailey
Chuck Murphy

MONTCALM OFFICE

615 N. State St.
Stanton, MI 48888-9702
(989) 831-5237

Betty Kellenberger
Adam Petersen

APPROVED: 2/26/20

BOARD OF HEALTH
ORGANIZATIONAL MEETING
at
Mid-Michigan District Health Department
Montcalm County Administrative Offices
Stanton, Michigan

January 22, 2020
9:00 a.m.

MINUTES

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

Members Present: Bruce DeLong, Adam Petersen, Chuck Murphy, Betty Kellenberger, Dwight Washington (*arrived at 9:10 a.m.*), and George Bailey (*arrived at 9:15 a.m.*)

Members Absent: None

Staff Present: Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Selby, Director of Administrative Services; Cindy Partlo, Executive Administrative Assistant; Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; Sarah Doak, Director of Community Health and Education Division (CHED); and Liz Braddock, Director of Environmental Health (EH)

Staff Excused: None

Guests: Rosemary Horvath, Reporter, Gratiot County Herald

M. Cheatham, Health Officer called the Organizational Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:02 a.m., on Wednesday, January 22, 2020, at the Montcalm County Administrative Offices of the Mid-Michigan District Health Department (MMDHD), Stanton, Michigan.

The Pledge of Allegiance was led by M. Cheatham.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

As election of a Chairperson for 2020 had not occurred, M. Cheatham opened the Organizational Meeting by requesting any additions or revisions to the Agenda. He noted that the BOH would need to go into closed session to discuss a personnel matter.

Motion made by B. DeLong and seconded by C. Murphy to approve the Agenda as presented. Motion carried.

B. ELECTION OF OFFICERS FOR 2020

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.

2. Vice Chairperson

M. Cheatham 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 2020

1. Appointment of BOH Secretary

B. Kellenberger, Vice Chairperson 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. She appointed **Cynthia Partlo, Executive Administrative Assistant** as BOH Secretary.

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

2. Appointment of BOH Standing Committee Chairpersons and Membership: Assignments for 2020

Motion made by B. DeLong and seconded by A. Petersen to adopt the 2020 BOH and Proposed Appointments (Standing Committees and Membership Assignments). Motion carried.

D. CONSENT ITEMS:

1. Meeting Minutes

a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held December 9, 2019

b. Mid-Michigan District BOH Regular Meeting held December 18, 2019

Motion made by B. DeLong and seconded by A. Petersen to accept and place the Meeting Minutes D. 1. a. and b. on file. Motion carried.

2. Communications

- a. Letter dated December 20, 2019 to George Bailey, Chairperson from Kaye Bender, PhD, RN, FAAN, President/CEO, Public Health Accreditation Board (PHAB) regarding response to letter indicating that MMDHD would not be applying for reaccreditation citing the high costs of the national accreditation program
- b. Email message dated January 3, 2020 to Cindy Partlo from Penny Goerge, Executive Secretary, Clinton County, regarding appointments to the BOH for 2020
- c. Letter dated January 2, 2019 to MMDHD from Angie Thompson, Gratiot County Clerk regarding Gratiot County BOH appointment of George Bailey for 2020
- d. Letter dated January 14, 2020 to Marcus Cheatham from Bob Clingenpeel, Montcalm County Controller/Administrator, regarding appointments to the BOH for 2020

C. Partlo explained that last year, a letter was accepted and placed on file from the Gratiot County Clerk stating that C. Murphy was appointed to the BOH through December 31, 2020. As there wasn't a letter appointing G. Bailey through 2020, a letter was requested from the Gratiot County Clerk to confirm that appointment.

Motion made by B. DeLong and seconded by C. Murphy to accept and place the 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 7, 2019 through January 17, 2020

B. DeLong asked if the BOH had any questions regarding expenses. There were none.

Motion made by B. DeLong to approve the Mid-Michigan District Health Department's Expenses for December 7, 2019 – January 17, 2020, totaling \$647,408.58. Motion seconded by D. Washington. Motion carried.

- b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Reports for December 2019

M. Cheatham asked M. Selby if she could include previous month or previous year data in the Balance Sheet. M. Selby indicated that she would modify the Balance Sheet to include the requested data for future reports.

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

- c. MMDHD's Financial Status Report (FSR), FY 18/19

M. Selby asked if the BOH had any questions regarding the FSR. There were none.

Motion made by B. DeLong and seconded by C. Murphy to accept the FSR and place it on file. Motion carried.

- d. BOH Per Diem Compensation and Travel Reimbursement Policy

M. Cheatham reviewed the BOH Per Diem Compensation and Travel Reimbursement Policy and requested approval.

Motion made by B. DeLong and seconded by D. Washington to approve the BOH Per Diem Compensation and Travel Reimbursement Policy as presented effective February 1, 2020 and authorize the Board Chair to sign it. Motion carried.

2. Personnel Committee

Motion made by B. DeLong and seconded by D. Washington to go into closed session at 9:15 a.m. to review a legal opinion regarding a personnel matter. B. Kellenberger called the roll: G. Bailey – Yes; B. DeLong – Yes; C. Murphy – Yes; A. Petersen – Yes; D. Washington – Yes; and B. Kellenberger – Yes. Motion carried 6-0.

B. Kellenberger turned the meeting over to the Chairperson, G. Bailey. The BOH returned to open session at 9:27 a.m.

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. Influenza 2019-2020 Updates

Dr. Morse reviewed her report regarding the 2019-2020 influenza season stating that the season started early with cases of influenza B Victoria, which is uncommon. She indicated that community immunity would be low; therefore, young children would be most susceptible. She provided an update regarding the children that have died from influenza: nationally - 39 and statewide remains at 2. The predominate strain currently in Michigan is influenza A (H1N1). She reported that hospitalizations and deaths have been lower than usual because individuals over 65 have not been as affected as children have by the circulating strains. She stated that the H1N1 virus is a 100% match to the vaccine this year and the H3N2 is about a 30% match. The Victoria strain was matched at about 58%; however, as further viruses are tested, that percentage has increased to a 65% match.

Dr. Morse and M. Cheatham provided data regarding vaping illnesses August 2019 through January 2020. M. Cheatham reviewed the data and said that the illnesses were caused by the THC contained in certain vaping products. Dr. Morse indicated that the majority affected were white persons under the age of 35 and involved products purchased outside of the United States or not through reputable sources. Michigan has had 3 deaths from vaping illness.

Dr. Morse also discussed the coronavirus outbreak in China indicating that the information regarding cases has been updated since her report was published. She said that Homeland Security was now involved and all flights from Wuhan, China, are being funneled through certain airports where passengers are screened for illness.

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

1. *It's not too late to get vaccinated. Flu vaccination is always the best way to prevent flu and its potentially serious complications. Other important ways to avoid influenza include: 1) avoid close contact with people who are sick and avoid others if you are sick; 2) stay home from work or school when ill; 3) cover mouth and nose when coughing or sneezing; 4) wash hands often; 5) avoid touching your eyes, nose and mouth; 6) clean and disinfect frequently-touched surfaces; 7) do things to keep healthy overall (get enough sleep, be physically active, manage your stress, drink plenty of fluids, and eat nutritious food).*
2. *Every flu season is different depending on what strains are circulating. Some strains, like this year, cause a lot of illness and complications in young and healthy people. Everyone 6 months and older needs to be vaccinated.*

Motion made by B. DeLong and seconded by B. Kellenberger to adopt the BOH Monthly Healthy Living recommendation for February 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 (QSR), First Quarter FY 18/19 (October 1, 2019 through December 31, 2019)

M. Cheatham explained the FY 18/19 Quarterly Service Report (QSR) and reviewed first quarter program numbers for the CHED and EH Division, comparing the data with first quarter data from FY 17/18. He indicated that the charts provided show the level of services provided by program in each County.

2. National Association of County and City Health Officials (NACCHO) 2020 Annual Conference, NACCHO 360: *Raising the Reach of Public Health*, July 7-9, 2020, Denver, Colorado, <http://www.nacchoannual.org/>

M. Cheatham encouraged the BOH to attend the NACCHO conference.

3. [National Association for Local Boards of Health \(NALBOH\) Navigate the Rapids Annual Conference](#), August 18-20, 2020, Grand Rapids, Michigan

M. Cheatham encouraged the BOH to attend the NALBOH conference. D. Washington indicated that he would like to attend.

4. Day at the Capital, Wednesday, April 15, 2020

M. Cheatham invited BOH members to attend the MALPH Day at the Capital event on Wednesday, April 15, 2020. G. Bailey, B. Kellenberger, and D. Washington would like to participate. D. Washington

requested that persons involved with the septic groups be invited to attend to discuss the issue with legislators. M. Cheatham added that other topics that could be discussed are PFAS and expressing appreciation for increased ELPHS funding.

5. Leadership Training

M. Cheatham said that he had no information available.

6. Reverse Appraisals

M. Cheatham reviewed the results from the agency's reverse appraisals conducted by employees on the leadership staff. He explained that the data was shared with the agency's supervisors. Additionally, he reviewed his results noting good and bad comments received. D. Washington asked about M. Cheatham's leadership style. M. Cheatham replied that he empowers the Division Directors and Supervisors to manage their employees while he manages ongoing operations.

7. Hepatitis A Cases in Michigan

M. Cheatham reviewed Hepatitis A cases in Michigan that show that the number of cases exploded in FY 17/18 and cases dramatically decreased in FY 18/19.

Dr. Morse reported that another outbreak of Hepatitis A, which was a different strain, was occurring in northwest Michigan in one of her other districts. She indicated that the northwest cases were not included in the data because the State of Michigan classified that outbreak separately.

8. Agreements signed, December 11, 2019 through January 16, 2020

M. Cheatham reviewed the Agreements signed stating that the document was for information only.

J. OLD BUSINESS:

1. Update on Cherry Health Promotion, Mid-State Health Network (MSHN)

M. Cheatham provided an update regarding MSHN showing a proposed Organizational Chart (*not including the Community Health and Education, Administrative Services, or Environmental Health Divisions*) of how the health promotion unit could fit into the agency if approved by the BOH. He indicated that once all of the documents were prepared, they would be presented to the BOH for consideration.

2. PFAS Update, Grand Ledge Army National Guard Facility

L. Braddock mentioned that a new PFAS site was identified in Palo, Ionia County. The State invited local community partners to attend a public meeting where an expansion plan for testing additional residential wells in the area of concern would be discussed. L. Braddock mentioned that although no contamination has been identified in Montcalm County, she planned to attend the public meeting and has also invited the Bushnell Township Supervisor, B. Kellenberger, the Montcalm County Board of Commissioners, and their Emergency Manager.

L. Braddock provided an update regarding the Pierson Township Central Sanitary Landfill stating that groundwater sampling continues. She said the State MPART website included updates regarding the residential wells that were tested and are currently on filters. She also mentioned that at the Grand Ledge Army National Guard Facility a public meeting was held on December 19th that went very well. She indicated that sampling was being conducted January 22 and 23, 2020 with the results provided to the health department within 30 to 60 days. M. Cheatham added that Hailey Brewer, Emergency Preparedness Coordinator and L. Braddock were in attendance.

L. Braddock also reported that there was no detection in residential wells near the former Total Petroleum Refinery site in Alma and at the Ithaca landfill. She reported; however, that there was PFAS contamination in surface water at the Ithaca landfill. G. Bailey added that the Michigan Department of Environment, Great Lakes, and Energy (EGLE) was holding the City of Ithaca responsible for the cleanup. L. Braddock stated that would be correct because the contamination was in the surface water and that State law required the owner of the property to be responsible for cleanup.

3. BOH Accreditation Team

M. Cheatham provided an update regarding a new MMDHD project that would hold the agency accountable to Public Health Accreditation Board (PHAB) standards. He mentioned that he would like to refer to the project as the *MMDHD Quality Assurance Program*. He explained that the PHAB has 11 domains of standards and measures; consequently, work on the program would begin with Domain 1 as a standing item on the BOH Agenda.

K. NEW BUSINESS:

1. Adoption of Proposed 2020 BOH Finance Committee and Regular Meeting Schedule

Motion made by B. Kellenberger and seconded by D. Washington to approve the 2020 BOH Finance Committee and Regular Meeting Schedule as proposed. Motion carried.

2. Schedule Appeal Hearing, Kevin Holt, Capital Equipment & Supply (Clinton County)

M. Cheatham explained the Appeal Hearing process indicating that the full BOH comprises the Appeal Board. B. DeLong mentioned that he has a conflict of interest and would not be attending.

Motion made by B. DeLong and seconded by D. Washington to schedule the Appeal Hearing for Kevin Holt on Wednesday, February 5, 2020, 4 p.m. at the Clinton Branch Office in St. Johns. Motion carried.

3. Emerging Issues – None.

L. LEGISLATIVE ACTION: – None.

M. INFORMATIONAL ITEMS:

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

Documents provided for information only.

- N. RELATED NEWS ARTICLES AND LINKS: – <https://www.mmdhd.org/2019-board-of-health-2/>
1. Board of Health, County Support Township Septic Ordinance, *Gratiot County Herald*, December 12, 2019
 2. [Seville Twp. Gets Backing To Avoid Municipal Sewer System](#), *Morning Sun*, December 18, 2019
 3. Illness: The Gift No One Wants, *Daily News*, December 20, 2019
 4. National Guard To Test Grand Ledge Wells, *Lansing State Journal*, December 21, 2019
 5. [Federal Law And Proposed State Law Will Raise Smoking Age To 21](#), *WILX TV 10*, December 23, 2019
 6. Public Health Servant Recognized For Decades Of Duty, *Gratiot County Herald*, December 26, 2019
 7. Township Hopeful Its Third Answer To Unlawful Septic Discharges Is Enough, *Gratiot County Herald*, December 26, 2019
 8. Velsicol Chemical Plant Site EPA Cleanup Update, *Gratiot County Herald*, December 26, 2019
 9. Mid-Michigan District Health Department Offers Free Radon Testing, *Daily News*, January 13, 2020
- O. AGENCY NEWSLETTERS: None.

There being no further business to come before the Board, the meeting adjourned at 10:40 a.m.

Respectfully Submitted,



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