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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 4/22/20

BOARD OF HEALTH
 REGULAR MEETING
 At
 Mid-Michigan District Health Department (MMDHD)
 Clinton County Office
 Saint Johns, Michigan

Conference Room A

Wednesday, February 26, 2020 at 9 a.m.

MINUTES

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

- Members Present: Bruce DeLong, Dwight Washington, Chuck Murphy, Adam Petersen, and Betty Kellenberger, Vice Chairperson
- Members Absent: George Bailey, Chairperson
- Staff Present: Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Selby, Director of Administrative Services; Cynthia M. Partlo, Board Secretary; Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; Liz Braddock, Director of Environmental Health (EH); and Sarah Doak, Director of Community Health and Education
- Staff Absent: None
- Guests: Brian Lowman and Jennifer Diffenderfer from Applied Imaging; John Kroneck, Cherry Health Promotion

Betty Kellenberger, Vice Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:01 a.m. on Wednesday, February 26, 2020, at the Clinton County Office of the MMDHD, Saint Johns, Michigan.

The Pledge of Allegiance was led by B. Kellenberger.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

L. Braddock requested that Hazmat, Gratiot County be added as item I. 2. M. Cheatham requested that the following be added as E. 1. g. 1) New Positions, 2) Revised Organizational Chart, and 3) Authorization to Sign the MSHN Contract and that Retroactive Approval to Hire a Public Health Nurse (PHN) at Step 3 be added as item E. 1. f.

Motion made by D. Washington and seconded by C. Murphy to approve the Agenda as amended. Motion carried.

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held January 13, 2020
- b. Mid-Michigan District Board of Health (BOH) Organizational Meeting held January 22, 2020

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

2. Communications – None

C. PUBLIC COMMENTS:

D. BRANCH OFFICE EMPLOYEES:

E. COMMITTEE REPORTS:

1. Finance Committee – Bruce DeLong, Chairperson

- a. MMDHD’s Expenses for January 18 through February 14, 2020

Motion made by B. DeLong and seconded by A. Petersen to approve payment of the MMDHD’s Expenses for January 18, 2020 through February 14, 2020 in the amount of \$448,061.43. Motion carried.

- b. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for January 2020

Motion made by B. DeLong and seconded by A. Petersen to approve and place the Balance Sheet, Revenue and Expenditure Report for January 2020 on file. Motion carried.

- c. Essential Local Public Health Funding and Other Additional Funding for FY 20/21

M. Cheatham mentioned that the State increased funding for local public health. He said that the agency received \$120,000 for Essential Local Public Health Services (ELPHS) funding and \$196,850 through Local Community Stabilization Authority funding. He indicated that local public health departments have been assured that the increased funding will continue for future years. He reviewed recommendations for the \$316,850 of additional funding: 1) new positions, 2) new business software, and 3) new office equipment lease upgrades; indicating that separate Board Action Sheets propose spending some of the funding and would be considered separately by the BOH. M. Selby stated that the funding was restricted to ELPHS programs.

d. New Positions

M. Cheatham justified requesting a 1.0 FTE Public Health Nurse (PHN) and a 1.0 FTE Environmental Health Specialist (EHS). The agency has seen increases in caseloads for the Children's Special Healthcare Services Program and Communicable Disease Program. He said that PHN have been pulled from these programs to cover staffing shortages, such as illness and vacations, which has contributed to poor staff morale. He also explained that hours worked in the EH Division have increased due to evening and weekend work, in addition to the unfunded mandates like the Revised Total Coliform Rule. He also indicated that the new Lead and Copper Rule might also increase workload. Additionally, the State has notified MMDHD that we are not compliant with minimum program requirements due to insufficient staffing. All of these issues have affected staff morale and M. Cheatham added that additional staffing should help.

Motion made by B. DeLong and seconded by D. Washington to approve hiring a 1.0 FTE PHN and a 1.0 FTE EHS as proposed effective immediately. Motion carried.

e. New Business Software

M. Cheatham provided background regarding the time and attendance software built by a former employee that has aged out. He reviewed the costs for the new software noting that the agency's annual costs would increase by approximately \$16,000; and the cost to purchase both software programs was \$42,230. M. Selby explained the issues with the agency's current software and described the benefits of the new business software stating that the vendor was selected collaboratively with District Health Department #10 (DHD#10) and the Central Michigan District Health Department (CMDHD). She added that the new business software offers a robust human resources component where each staff member could have their own portal and new employees could complete paperwork before their start date.

Motion made by B. DeLong and seconded by A. Petersen to approve the purchase of Acumatica and Kronos business software through Odyssey as proposed for financial management and human resources functions. Motion carried.

f. Quotes for New Office Equipment

M. Cheatham explained that the agency's current lease for office equipment (copiers/printers) was due to expire in October 2020 with our current vendor. B. DeLong asked about the cost savings for purchasing the equipment instead of leasing. He also said that the agency could plan for a five-year replacement. Brian Lowman from Applied Imaging was invited to provide feedback. He said that a municipal lease rate was used in the quote for our agency which is more attractive than a lease in the private sector. He mentioned that it was possible to purchase office equipment outright; however, from a security aspect, the agency would want to refresh the office equipment regularly. C. Murphy suggested that the agency receive a third quote. M. Selby replied that the agency was not able to find a comparable third company; however, C. Partlo mentioned that it might be possible through the MiDeal Program. M. Selby said that MMDHD would explore options as directed.

Motion made by B. DeLong and seconded by D. Washington to table the topic until the March Regular Meeting while staff explore the costs of purchasing the equipment rather than leasing and obtaining a third bid if possible. Motion carried.

g. Mid-State Health Network (MSHN) Update

- 1) New Positions
- 2) Revised Organizational Charts
- 3) Authorization to Sign the MSHN Contract

M. Cheatham provided background regarding the agency becoming a MSHN provider in Montcalm County to deliver substance abuse preventive health services to youth and adults. He stated that the agency was credentialed under a provision status until the agency's application for a substance abuse prevention license was approved by the Michigan Department of Licensing and Regulatory Affairs (LARA). He reviewed the budget for the MMDHD Health Promotion Unit, indicating that for FY 19/20 the agency would receive \$147,588. He mentioned the contract was approved as to form by the agency's legal counsel and a contract for MMDHD would be considered at the March 3, 2020 MSHN Board meeting. He asked the BOH to authorize the Board Chair to sign the contract when available. He reminded the BOH that last month, he reviewed a proposed revised agency Organizational Chart noting where the new positions for the Health Promotion Unit would fit within the agency. He explained that two of the positions fell under the Teamsters Local 214 union and the supervisor was a non-union position, summarizing that the positions would be posted accordingly.

Motion made by B. DeLong and seconded by A. Petersen to authorize G. Bailey, Board Chair, to sign the MSHN contract when available. Motion carried.

Motion made by B. DeLong and seconded by A. Petersen to approve the supervisor position and two positions for a Health Educator I for the Health Promotion Unit as proposed. Motion carried.

Motion made by B. DeLong and seconded by A. Petersen to approve the revised agency Organizational Charts with the inclusion of the Health Promotion Unit staff. Motion carried.

g. Retroactive Approval to Hire a Public Health Nurse (PHN) at Step 3

M. Cheatham provided background to the BOH regarding Jennifer Johnson, PHN that was started at Step 3 in September 2019. He indicated that the MNA filed a grievance citing that the agency was in violation of MNA contract language for not seeking BOH approval before starting a new hire at Step 3. M. Cheatham said and B. DeLong agreed that he obtained prior approval from him and G. Bailey.

Motion made by B. DeLong and seconded by A. Petersen to authorize hiring Jennifer Johnson at Step 3 of the PHN wage band retroactive to October 1, 2019. Motion carried.

2. Personnel Committee – Betty Kellenberger, Chairperson – No Report.
3. Program Committee – Dwight Washington, Chairperson – No Report.
4. Mid-Central Coordinating Committee – Dwight Washington, Chairperson – No Report.

F. MEDICAL DIRECTOR'S REPORT: Jennifer E. Morse, MD, MPH, FAAFP

1. Coronavirus

Dr. Morse updated the BOH regarding the current status of the novel coronavirus 2019 (2019-nCoV), noting that currently the United States has 14 confirmed cases; 12 cases related to travel to China, 2 cases were from close contact with a sick individual; 36 repatriated from the Diamond Princess Cruises and 2 from Wuhan. She indicated that currently, there are no cases in Michigan. She reported that the virus was suspected to have originated in the wild animal market; and wild animal sales are now banned in China. She also said that a travel ban to China or South Korea was in place. She reported that people with high risk for complications have been advised not to travel to Iran, Italy, or Japan. She indicated that with time, SARS-CoV-2 would likely become a pandemic.

She reported that more deaths from influenza have occurred this year than with SARS-CoV-2 world-wide. Dr. Morse indicated that she has received calls from local schools regarding what they should be doing. She said that the three district health departments were in planning mode and would keep the BOH updated. She explained that physicians were nasal swabbing patients and that testing sometimes shows positive for common human coronaviruses, which indicates a normal cold. She added that nasal swabbing does not assess for SARS-CoV-2 or other novel coronaviruses.

In summary, she noted that up-to-date information can be obtained at links included in the Resources section of her report.

Dr. Morse's BOH Monthly Healthy Living Recommendation for March is:

1. While the risk for SARS-CoV-2 infection in Michigan remains low at this time, continue to practice everyday preventive actions to help prevent the spread of respiratory viruses.
2. Prior to any international travel, visit www.cdc.gov/travel for guidance regarding health advisories, precautions, and advice to ensure the safest travel possible.
3. Help prevent stigma and discrimination in the community, workplaces, schools, etc. Do not make determinations of a person's risk of SARS-CoV-2 based on race or country of origin and be sure to maintain confidentiality of people with confirmed coronavirus infection, or any other medical condition.

Motion made by D. Washington and seconded by C. Murphy to approve the BOH Monthly Healthy Living Recommendation for March as proposed and approve the Medical Director's Report as presented. Motion carried.

G. HEALTH OFFICER'S REPORT:

1. Protecting Public Health in an Emergency: Temporary Detention

M. Cheatham stated that the agency was monitoring individuals within the district to determine the presence of SARS-CoV-2. He reviewed the agency's emergency powers and legal basis for detaining, transporting, testing, or treating carriers of infectious disease. He reviewed the process for working with the circuit courts to issue emergency orders. He said the topic was for information only.

2. MMDHD Quality Assurance Program

M. Cheatham reviewed a presentation regarding Domain I, Community Health Assessment, of the agency's Quality Assurance Program. He indicated that agency staff went through all Public Health Accreditation Board (PHAB) standards and measures for Domain I and whittled down to the most important ones. He said that staff proposed deleting several standards and measures. He reviewed the selected standards with the BOH and explained why others should be either moved to another Domain or eliminated. Selected data from each County's Community Health Assessment were reviewed with the BOH.

M. Cheatham mentioned that staff are still building the agency's Quality Assurance Program, stating that the number of domains reviewed per year may vary. He said there are 8 more domains for the BOH to review and the process was still being fine-tuned. D. Washington mentioned that at the MALPH meeting, other Health Officers expressed that they felt it was a good decision for MMDHD to save money by establishing our own Quality Assurance Program with the BOH monitoring progress.

3. Agreements Signed, January 17 through February 19, 2020

M. Cheatham said that the topic was for information only.

H. OLD BUSINESS:

1. PFAS Contamination, Palo, Ionia County

L. Braddock provided an update of the PFAS contamination in Palo, Ionia County, stating that a community meeting was scheduled for February 27, 2020 from 5 p.m. to 8 p.m. at the Boyce Elementary School, Ionia. She said that the agency would be participating in the community meeting. L. Braddock reported that the agency received a positive result of below 70 from the first set of sampling; however, subsequent sampling was done in Ionia County.

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

L. Braddock provided an update regarding Kevin Holt's appeal stating that the water test results on the property were received from the Michigan Department of Environment, Great Lakes, and Energy (EGLE). She reported a non-detect for Coliform and E. coli bacteria, nitrates and nitrites. She believed that the Board of Appeals needed to provide Mr. Holt with a final decision letter. M. Cheatham indicated that the agency could draft the letter for the Board Chair's signature.

B. Kellenberger mentioned that the decision of the Appeals Board was that Mr. Holt test annually if a variance was granted. A. Petersen mentioned that if Mr. Holt does not provide water sample test results next February, he would be given a 30-day notice to comply. The BOH agreed that if the water sample test result were not received annually by the health department, then the BOH could rescind the variance. D. Washington asked what would happen if Mr. Holt sells the property. L. Braddock commented that the terms of the variance would not change but could become part of a deed restriction. However, she suggested that if the water sample test results showed positive results, that he be required to sample again. She said that since the water is a public well, he would be responsible for cleaning the well to make it safe to drink. As requested by the BOH, L. Braddock said that she would record that the EHS for that area would be responsible for assuring that the sample was provided to the health department annually.

Motion made by C. Murphy and seconded by A. Petersen to issue a variance for the well located at 12255 Old US-27, DeWitt, Permit #008145 based on the acceptable test results received. Motion carried 4-1. (D. Washington voted no.)

I. NEW BUSINESS:

1. Emerging Issues – None
2. Hazmat Issue, Gratiot County

L. Braddock reported that she received notice last night of a hazmat incident in Gratiot County. She provided an overview of the situation and distributed a map noting the location of a spill. She said the incident produced a 5-mile oil spill in Bush Creek that drains into the Pine River in Midland County and is potentially contaminated with PCB. She indicated that a “do not contact order” for the Pine River near Midland and Midland County was managing the spill. Gratiot County was notified and posted the “do not contact order” on Facebook. L. Braddock said that a press release was being issued by the agency and also posted on the agency’s Facebook page. She indicated she would keep the BOH updated.

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, January 2020
2. MMDHD Staffing Report

M. Cheatham reported that the open position for the Public Health Representative based in the Gratiot Branch Office was recently filled.

L. RELATED NEWS ARTICLES AND LINKS: – <https://www.mmdhd.org/2020-board-of-health/>

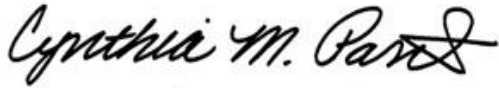
1. Meeting Provides Insight Into State’s Views On Riverdale Septic Systems, *Gratiot County Herald*, January 15, 2020
2. Humane Society Moving Out Of County Building, *Daily News*, January 21, 2020
3. Community Effort Brings Study To Fruition, *Gratiot County Herald*, January 23, 2020
4. MMDHD Public Notice Of Finance Committee And Regular Board Of Health Meetings For 2020, *Daily News*, January 25, 2020
5. MMDHD Public Notice Of Finance Committee And Regular Board Of Health Meetings For 2020, *Clinton County News*, January 26, 2020
6. Coronavirus Test Results Negative, *Daily News*, January 30, 2020
7. Federal Funding Backlog Not Currently Affecting Velsicol Cleanup, *Gratiot County Herald*, January 29, 2020
8. MMDHD Board Organizes For The New Year, *Gratiot County Herald*, January 29, 2020
9. MMDHD Public Notice Of Finance Committee And Regular Board Of Health Meetings For 2020, *Gratiot County Herald*, January 30, 2020
10. Dicastal Taking Measures To Prevent Spread Of China-Based Virus, *Daily News*, February 1, 2020
11. Health Department Offers Coronavirus Travel Update, *Daily News*, February 13, 2020
12. Video Shows Person Bathing In Greenville Wendy’s Kitchen Sink, Employees Fired, *Daily News*, February 13, 2020

13. MMDHD Health Promotion Program Public Notice of Intent, *Daily News*, February 18, 2020

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting was adjourned at 10:56 a.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Cynthia M. Partlo". The signature is written in a cursive style with a large, stylized initial "C".

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