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| BOARD OF HEALTH: | Bruce DeLong | George Bailey | Michael R. Beach |
| | Dwight Washington, Ph.D. | Chuck Murphy | Adam Petersen |

APPROVED 2/23/22

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

Wednesday, January 26, 2022
 9:00 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 Michael Beach

Members Absent: None

Staff Present: Mari E. (Liz) Braddock, Health Officer; Melissa Selby, Director of Administrative Services; Cindy Partlo, Executive Administrative Assistant; Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; and Sarah Doak, Director of Community Health and Education Division (CHED); and Lonnie Smith, Director of Environmental Health (EH) (arrived at 9:39 a.m.)

Staff Excused: None

Guests: None

Liz Braddock, Health Officer called the Organizational Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:00 a.m., on Wednesday, January 26, 2022, at the Montcalm Office of the Mid-Michigan District Health Department (MMDHD), Stanton, Michigan.

The Pledge of Allegiance was led by L. Braddock.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

As election of a Chairperson for 2022 had not occurred, L. Braddock opened the Organizational Meeting by requesting any additions or revisions to the Agenda. She indicated that she would like to add Laboratory Services Termination and Courier Contract to the Agenda as Item I. 5.

Motion made by D. Washington and seconded by G. Bailey to approve the Agenda as amended. Motion carried.

B. ELECTION OF OFFICERS FOR 2022

1. Chairperson

L. Braddock requested nominations for Chairperson. G. Bailey nominated **B. DeLong**. Nomination seconded by M. Beach.

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

The meeting was turned over to Chairperson, B. DeLong.

2. Vice Chairperson

Chairperson, B. DeLong asked for nominations for Vice Chairperson.

G. Bailey nominated **A. Petersen**. Nomination seconded by D. Washington.

Motion made by G. Bailey and seconded by D. Washington that the nominations be closed and a unanimous ballot be cast for A. Petersen as Vice Chairperson. Motion carried.

C. APPOINTMENTS TO THE BOH FOR 2022

B. DeLong recommended that the appointments remain the same as in 2021.

Motion made by M. Beach and seconded by G. Bailey to accept the Appointments to Standing Committees the same as 2021. Motion carried.

1. Appointment of BOH Secretary

Cynthia Partlo, Executive Administrative Assistant as BOH Secretary.

2. Appointment of BOH Standing Committee Chairpersons and Membership: Assignments for 2022

a. Finance Committee

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

b. Personnel Committee

A. Petersen, C. Murphy, and D. Washington to the Personnel Committee. **D. Washington** will serve as Chairperson.

c. Program Committee

D. Washington, M. Beach, and C. Murphy to the Program Committee. **M. Beach** will serve as Chairperson.

3. Appointment of BOH Representatives to External Organizations and Committees – Assignments for 2022

a. Mid-Central Coordinating Committee

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

b. Michigan Association for Local Public Health (MALPH)

D. Washington, alternate and **L. Braddock**, primary representatives to the MALPH.

4. Appointment of BOH Representatives to Internal Committees for 2022

a. Quality Vision Action Team (QVAT)

The BOH Representative for QVAT remained vacant in 2021 and for 2022.

D. CONSENT ITEMS:

1. Meeting Minutes

a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held December 13, 2021

b. Mid-Michigan District BOH Regular Meeting held December 15, 2021

2. Communications – None

Motion made by M. Beach and seconded by G. Bailey to accept and place the Meeting Minutes D. 1. a. and b. 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 4, 2021 through January 14, 2022

M. Selby reviewed the expenses for the referenced time period. She explained that new software was purchased to generate payroll tax payments. She reported that the software automatically paid the tax payments of \$45,426.93 to the Internal Revenue Service (IRS) and so did agency staff. Therefore, a refund for the duplicate payment would be coming from the IRS.

Motion made by G. Bailey to approve the MMDHD's Expenses for December 4, 2021 – January 14, 2022, totaling \$922,465.80. Motion seconded by A. Petersen. Motion carried.

- b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for December 2021 and FY 20/21 Amended Budget

M. Selby indicated that a few line items needed adjustments, and she reviewed those line items. She reported that the breastfeeding program was discontinued due to the resignation of a Registered Dietitian that operated that program, so an adjustment was made for that.

M. Selby indicated that travel and training was increased to provide 16 hours of leadership training to management staff at a cost of \$7,600 as 5 of the 9 management staff were new within the last 5 years. L. Braddock added that de-escalation training would also be provided to all staff. She said that the agency's liability insurance was also increased.

Motion made by G. Bailey to approve the MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for December 2021, including the FY 20/21 Amended Budget and place on file. Motion seconded by M. Beach. Motion carried.

- c. BOH Per Diem Compensation and Travel Reimbursement

The BOH Per Diem Compensation and Travel Reimbursement Policy #042.0 was reviewed.

Motion made by D. Washington and seconded by G. Bailey to approve the BOH Per Diem Compensation and Travel Reimbursement Policy #042.0 as proposed effective February 1, 2019. Motion carried.

- d. Video Conferencing Equipment

L. Braddock explained that the agency was seeking approval to purchase video conferencing equipment to enable several people to communicate in a meeting virtually with another organization. She indicated that an allocation of State Public Health Preparedness funding could be used to pay for the entire cost of equipment. She mentioned that a revised quote was received this week for \$5,780. M. Beach asked if it was for all three locations. M. Selby commented that the equipment would be based in the Gratiot Office; however, if needed, additional equipment would be purchased for the Montcalm and Clinton Offices.

Motion made by A. Petersen and seconded by G. Bailey to approve the purchase of the video conferencing equipment. Motion carried.

- e. Power Supply

M. Selby explained that the backup equipment for MMDHD's power supply to the servers was failing. She said that new backup equipment would need to be purchased to replace the failing equipment and indicated that Covid funding could be used to pay it. M. Selby indicated that up to \$10,000 would be needed for the purchase. A. Petersen asked why only one quote was obtained. M. Selby said that the vendor, CDW, was a government contractor that MMDHD typically used for these types of purchases. M. Selby requested IT Coordinator, Paul Eddy, to explain further. Paul said that the Montcalm Office was having power issues causing the servers to be routed to the battery backup system. The constant re-routing caused the batteries to become weak and fail. He said that the backup system proposed was also a power conditioning system that corrects the inline power conversion without going to the battery backup system.

Motion made by G. Bailey and seconded by D. Washington to approve the purchase of the battery backup power supply equipment as proposed. Motion carried.

2. Personnel Committee

D. Washington indicated that the Personnel Committee met to conduct the Health Officer evaluation last month. He said that he would be submitting a report on the results of the evaluation indicating that there was a desire to improve the evaluation process for the Health Officer. Additionally, C. Murphy said that there was concern that the Employment Contract for the Health Officer was only for one year. A. Petersen commented that the Committee would like to look at extending the contract for the Health Officer beyond one year. B. DeLong indicated that the topic should be added to the BOH Agenda for February, and he requested C. Partlo to email the current Health Officer's Contract to the BOH for review. B. DeLong indicated that the Clinton County Board of Commissioners was very pleased with L. Braddock's performance.

3. Program Committee – No report.

4. Mid-Central Coordinating Committee – No report.

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

1. Radon

Dr. Morse reviewed her report regarding radon stating that this month was National Radon Month. She noted in her report where testing kits were available and said professionals could be engaged to conduct testing as well. She reviewed the risks of radon and the areas in Michigan where the risk was highest. She said radon testing was recommended every two years.

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

1. *Test your home for radon. Testing is recommended every two years because homes settle, new cracks form in the foundation and radon levels can change.*
2. *If your radon levels are elevated at or above 4 pCi/L, you should confirm those levels with a follow-up test. If the test results are confirmed, you should take action to reduce exposure to radon. See more information at the EGLE website here: https://www.michigan.gov/egle/0,9429,7-135-3312_4120_4196-485693--,00.html.*
3. *If you smoke, work on quitting. Smoking is the leading cause of lung cancer, and the number one cause of preventable death. Radon exposure with smoking is a very big risk for cancer. The Michigan Tobacco Quitline offers free information, tobacco treatment referral, online program, and text-messaging 24 hours a day, seven days a week, at 1-800-QUIT-NOW (1-800-784-8669) in English or 1-855-DÉJELO-YA (1-855-335-3569) in Spanish. Other resources and tips for How to Quit Tobacco are also available.*

Motion made by G. Bailey and seconded by C. Murphy to adopt the BOH Monthly Healthy Living recommendation as amended above for February and accept the Medical Directors Report and place it on file. Motion carried.

I. HEALTH OFFICER'S REPORT: Mari E. (Liz) Braddock

1. Quarterly Service Report (QSR), First Quarter FY 21/22 (October 1, 2021 through December 31, 2021)

L. Braddock explained the QSR charts for the CHED and EH Division for the first quarter of FY 21/22.

2. Agreements Signed, December 11, 2021 through January 20, 2022

The topic was provided for information only.

3. District Wide All Staff Meeting

L. Braddock said that a virtual all staff district-wide meeting would be held on Friday, February 4, 2022, from 9:00 a.m. through 11:30 a.m.; and she encourage BOH members to attend virtually.

4. Leadership Training

Reviewed under Item G. 1. b.

5. Laboratory Services Termination and Courier Contract

L. Braddock provided an overview of the laboratory contract with Kent County and a separate courier services contract used for water sampling. She indicated that Kent County was struggling to keep their laboratory open with the loss of their laboratory director. She reported that Kent County provided an official notice to terminate the contract with them. She reported that the agency would need to find another method to get water samples to the State lab. She said that L. Smith was working with three labs to provide the service; however, cost was a concern. Additionally, the contract with the courier service was terminated as well. She said that she would provide an update to the BOH next month. L. Braddock explained some of the options, which could include decreasing the number of pick-ups by the courier.

J. OLD BUSINESS:

1. Update on EH FY 20/21 Food Service Establishment Fees

L. Braddock provided background information regarding the FY 20/21 reimbursement of food service establishment fees stating that 44 food service licenses were reimbursed for Clinton County food service establishments through a grant opportunity offered by Clinton County. M. Selby reported that the total reimbursement was \$24,688.

K. NEW BUSINESS:

1. Adoption of Proposed 2022 BOH Finance Committee and Regular Meeting Schedule

Motion made by G. Bailey and seconded by A. Petersen to approve the 2022 BOH Finance Committee and Regular Meeting Schedule as proposed. Motion carried.

2. Emerging Issues

a. PFAS – Pierson Township

L. Braddock reported that the Pierson Township landfill has reported elevated PFAS results from the monitoring wells. She said that once MMDHD received a list of the homes affected, MMDHD would work with Republic to obtain additional water samples that Republic would pay for. Additionally, L. Braddock stated that it had been 18 months since the first water filters were distributed; therefore, MMDHD would look at replacing cartridges.

G. Bailey asked if there was any remediation for the landfill. L. Smith explained that the when the PFAS was originally placed in the landfill, it was originally unlined; however, the new owners have remediated the old, unlined landfill and moved the material to the lined section. L. Smith added that the Michigan Department of Environment, Great Lakes, and Energy (EGLE) would continue to monitor the landfill for PFAS. L. Braddock explained that a point-of-use water filter can remove PFAS from drinking water; however, it is a lifetime chemical.

L. LEGISLATIVE ACTION: – None.

M. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, December 2021
2. Staffing Report, January 2022

L. Braddock indicated that recently the Registered Dietitian position was filled. However, the agency still struggles to fill other positions.

N. RELATED NEWS ARTICLES AND LINKS: – <https://www.mmdhd.org/2022-board-of-health/>

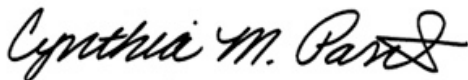
1. Local Legislators Talk Funding, COVID-19 During Legislative Update, *Daily News*, December 15, 2021
2. Brandon Schreur: Testing Positive...Again, *Daily News*, January 5, 2021
3. Local Health Department Leaders Talk COVID, New CDC Quarantine Guidelines, *Daily News*, January 5, 2021

O. AGENCY NEWSLETTERS: None.

C. Murphy thanked the agency for working with the schools to keep children in school.

There being no further business to come before the Board, the meeting adjourned at 10:02 a.m.

Respectfully Submitted,



Cynthia M. Partlo
Board Secretary For
B. DeLong, Chairperson
Mid-Michigan District BOH