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

**APPROVED 5/25/22**

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD)  
 BOARD OF HEALTH  
 REGULAR MEETING  
 at  
**Montcalm Office, Stanton, Michigan**

**Wednesday, April 27, 2022**  
**9:00 a.m.**

**MINUTES**

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

- Members Present: Adam Petersen, Vice Chairperson; Bruce DeLong, Chairperson; George Bailey; Chuck Murphy, Dwight Washington; and Michael Beach
- Members Absent: None
- Staff Present: Mari E. (Liz) Braddock, Health Officer; Melissa Selby, Director of Administrative Services; Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; Cynthia M. Partlo, Board Secretary; Sarah Doak, Director of Community Health and Education Division (CHED),
- Staff Absent: None
- Guests: Ali Barnes, Yeo & Yeo; Deidra Cooper, Registered Dietician (RD); Diane Rydahl, Public Health Representative (PHR); Nicole Moline, Public Health Nurse (PHN) I, Paul Eddy, IT Coordinator; and Hailey Brewer AS Supervisor.

Bruce DeLong, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:01 a.m. on Wednesday, April 27, 2022, at the Montcalm Office of the MMDHD, Stanton, Michigan.

The Pledge of Allegiance was led by B. DeLong.

**A. AGENDA NOTES, REVIEW, AND REVISIONS:**

**Motion made by A. Petersen and seconded by M. Beach to move item E. 1. c., FY 20/21 Audited Financial Statements to the first order of business and approve the Agenda as amended. Motion carried.**

E. COMMITTEE REPORTS:

1. Finance Committee – George Bailey, Chairperson

- a. FY 20/21 Audited Financial Statements, *Ali Barnes, Yeo & Yeo* (Note: One presentation will be given at the Regular Board Meeting)

Ali Barnes, CPA from Yeo & Yeo reviewed the FY 20/21 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. Ali Barnes said that there were two material weaknesses reported resulting in liabilities being understated and income being overstated: 1) space and equipment lease agreements (lease renewal for the dental clinic) was not properly recorded, and 2) contracts receivable, deferred inflow of resources, and the Medicaid Full Cost Reimbursement were not reconciled properly. Ali also reviewed the governance letter and requested M. Selby to provide the letter to the BOH. Ali recommended two opportunities for the agency to improve compliance: 1) Adopt a written electronic transaction policy as required, and 2) Review the process of charging indirect costs to the WIC Program to ensure compliance with the indirect costs limitation of 30%. M. Selby commented that the State did request that portion of the WIC Program funding back, which was approximately \$3,100.

**Motion made by M. Beach and seconded by C. Murphy to accept the auditor’s report and governance letter together with the FY 20/21 Audited Financial Statements as proposed and place them on file. Motion carried.**

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held March 14, 2022
- b. Mid-Michigan District BOH Regular Meeting held March 23, 2022

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

2. Communications

- a. Memorandum dated March 24, 2022 to Local Health Department Health Officers from Laura de la Rambelje, Director, Division of Local Health Services, Michigan Department of Health and Human Services (MDHHS) regarding COVID-19 Michigan Local Public Health Accreditation Pause, Program Cycle 7
- b. Letter dated April 5, 2022 to Liz Braddock from Laura de la Rambelje, Director, Division of Local Health Services, MDHHS regarding Notice of Award for the special project titled PFAS Response Palo Area in the amount of \$1,104

- c. Letter dated April 5, 2022 to Liz Braddock from Laura de la Rambelje, Director, Division of Local Health Services, MDHHS regarding Notice of Award for the special project titled PFAS Response Central Sanitary Landfill in the amount of \$1,382

L. Braddock reported that the PFAS awards from MDHHS allow the agency to provide water filters to residents affected by PFAS for those projects. M. Beach asked how many residents were affected in Montcalm County from the Palo project. L. Braddock indicated that there was one resident in Montcalm County and the rest were Ionia County residents.

**Motion made by M. Beach and seconded by A. Petersen to accept Communications B. 2. a. through c. and place on file. Motion carried.**

- C. PUBLIC COMMENTS: – A. Petersen expressed gratitude on behalf of the BOH to Melissa Selby and the Agency for another successful audit.

- D. BRANCH OFFICE EMPLOYEES: – L. Braddock introduced the new employees: Paul Eddy, IT Coordinator; Diane Rydahl, PHR; Nicole Moline, PHN I; and Deidra Cooper, RDH

- E. COMMITTEE REPORTS:

- 1. Finance Committee – George Bailey, Chairperson

- d. MMDHD’s Expenses for March 12 through April 8, 2022

**Motion made by G. Bailey and seconded by M. Beach to approve payment of the MMDHD’s Expenses for March 12 through April 8, 2022 totaling \$488,573.42. Motion carried.**

- b. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for March 2022

**Motion made by G. Bailey and seconded by A. Petersen to accept the Balance Sheet, Revenue and Expenditure Report for March 2022 and place on file. Motion carried.**

- d. Purchase of New Flooring for MMDHD Offices

L. Braddock provided an overview of the request and provided an update stating that Montcalm County paid \$41,000 and Gratiot County indicated they would pay up to \$40,000 after MMDHD paid the first \$40,000. She mentioned that updated quotes came in bringing the total to three quotes for both buildings. L. Braddock stated that the total cost for the Gratiot Office was originally approximately \$61,000; however, a new quote was recently received from a local vendor lowering the cost to approximately \$55,000. She stated that MMDHD’s cost was \$81,972 and requested approval to spend up to \$90,000 for new flooring in both buildings. L. Braddock stated that MMDHD wanted to use a local contractor in each county.

**Motion made G. Bailey and seconded by C. Murphy to authorize MMDHD to purchase vinyl plank flooring for MMDHD offices in Gratiot and Montcalm Counties not to exceed \$90,000.**

M. Selby mentioned that for audit purposes, the motion should be amended to include the complete project cost for both buildings.

**Motion made by G. Bailey and seconded by C. Murphy to amend the motion to authorize MMDHD to spend up to \$155,000, a portion of which would be reimbursed by Montcalm and Gratiot Counties, to purchase vinyl plank flooring for MMDHD offices in Gratiot and Montcalm Counties. Motion carried.**

e. Purchase/Upgrade of Fortinet Firewalls and Antivirus

Paul Eddy explained the need for new firewalls and antivirus software. He said the cost for a new integrated platform by Fortinet would be \$95,000 and grant funds were available to cover most of the cost from one-time Rural Health grant funding. He also noted that a three-year maintenance plan was included. M. Selby mentioned that she would like to allocate \$18,000 annually so that by the end of the three-year cycle there would be \$54,000 to renew the licenses and maintenance plan.

**Motion made by G. Bailey and seconded by D. Washington to authorize the purchase of new firewalls and antivirus from Fortinet as proposed for up to \$95,000. Motion carried.**

2. Personnel Committee – Dwight Washington, Chairperson – No Report.
3. Program Committee – Michael Beach, Chairperson – No Report.
4. Mid-Central Coordinating Committee – Chuck Murphy – No Report.

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

1. Highly Pathogenic Avian Influenza (HPAI)

Dr. Morse provided an overview of HPAI stating that it could be caused by different strains of influenza A. When humans and birds closely interact, potential for spread of HPAI from birds to humans was possible. She reported that every pandemic started from a bird influenza strain. Dr. Morse indicated that H5N1 was endemic in Eurasia and part of Europe as well, stating that the concern was that HPAI could become endemic in the United States. She indicated that she included resources for feeding birds and how to safely care for them on your farm.

Dr. Morse reviewed the following BOH Monthly Healthy Living Recommendations for May:

- Avoid direct contact with wild birds and observe them only from a distance.
- Prevent contact between domestic and wild birds.
- If you have poultry, don't feed other birds. Otherwise, if you feed birds, clean your feeder properly.
- Use well or municipal water as drinking water for birds.
- Keep waterfowl and other wildlife off your land by removing standing water and preventing access to ponds and basins.
- Do not use untreated or unfiltered surface water to wet or water poultry or to clean equipment, barns, or other facilities.
- Do not walk or drive trucks, tractors, or other equipment through areas where waterfowl or other wildlife feces may be present.

D. Washington asked about when to advise the public not to use beaches where birds are roosting. L. Braddock indicated that the agency would be conducting beach water monitoring this summer to test for bacteria.

**Motion made by G. Bailey and seconded by D. Washington to adopt the BOH Monthly Healthy Living Recommendations for May as proposed and accept and place the Medical Director's Report on file. Motion carried.**

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

L. Braddock reviewed her written report.

1. FY 21/22 Quarterly Service Report (QSR), Second Quarter (January 1 through March 31, 2022)

L. Braddock reviewed the FY 21/22 QSR for the second quarter stating that the agency was expecting a decline in the virtual WIC Program. Additionally, she reported that nuisance complaints have declined as well.

**Motion made by G. Bailey and seconded by D. Washington to accept the Health Officer's Report and place it on file. Motion carried.**

H. OLD BUSINESS:

1. Update on PlusOptix Vision Screeners

S. Doak provided an update regarding PlusOptix Vision Screeners stating that the Vision/Hearing Technicians requested that she thank the BOH for approving the purchase and provide feedback on the benefits of the new vision screeners. S. Doak reported that the new vision screeners can now provide more detailed testing such as the ability to take a photo of the inside of a child's eye from a safe distance.

I. NEW BUSINESS:

1. Emerging Issues – None

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, March 2022

2. Staffing Report

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

1. Paving The Way, *Daily News*, March 21, 2022

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting was adjourned at 10:04 a.m.

Respectfully Submitted,



Cynthia M. Partlo, Board Secretary  
For Bruce DeLong, Chairperson  
Mid-Michigan District Board of Health