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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 6/22/2022**

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD)  
 BOARD OF HEALTH  
 REGULAR MEETING  
 at  
**Clinton Office, Saint Johns, Michigan**

**Wednesday, May 25, 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; Chuck Murphy; Dwight Washington; George Bailey; Bruce DeLong, Chairperson; 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; Lonnie Smith, Director of Environmental Health (EH); Sarah Doak, Director of Community Health and Education Division (CHED)
- Staff Absent: None
- Guests: Kara Trimbach, MS, CHES, Health Educator II (HE); Sheila Moore, Emergency Preparedness Coordinator; John Janski, Environmental Health Specialist (EHS)

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, May 25, 2022, at the Clinton Office of the MMDHD, Saint Johns, Michigan.

B. DeLong led the Pledge of Allegiance.

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

L. Braddock requested to move Item I.2. to before G. Health Officer’s Report and add Budget Development Schedule, FY 22/23 as Item E. 1. e.

**Motion made by G. Bailey and seconded by A. Petersen 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 April 12, 2022
- b. Mid-Michigan District BOH Regular Meeting held April 27, 2022

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

2. Communications

- a. Letter dated July 27, 2021 to Bruce DeLong from Alexis D. Travis, PhD, Senior Deputy Director, Public Health Administration, Michigan Department of Health and Human Services (MDHHS) regarding approval of Liz Braddock as the agency's Health Officer effective July 5, 2021.
- b. Letter dated April 19, 2022 to Liz Braddock from Laura de la Rambelje, Director, Division of Local Health Services regarding Notice of Award for COVID-19 Public Health Workforce Supplemental funding in the amount of \$131,094 for FY 21/22
- c. Letter dated May 10, 2022 to Liz Braddock and Melissa Selby from Christine Farrell, Oral Health Program Manager, Michigan Department of Health and Human Services regarding an award for the Oral Health Kindergarten Assessment Program in the amount of \$61,537.00 for FY 21/22
- d. Letter dated May 16, 2022 to Liz Braddock from Laura de la Rambelje, Director, Division of Local Health Services regarding Notice of Award for COVID-19 Public Health Workforce Supplemental funding in the amount of \$131,094 for FY 22/23

B. DeLong indicated the typos in items b. and d. (*corrected above*).

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

C. PUBLIC COMMENTS: – None

D. BRANCH OFFICE EMPLOYEES: – None

E. COMMITTEE REPORTS:

1. Finance Committee – George Bailey, Chairperson

- a. MMDHD's Expenses for April 9 through May 13, 2022

**Motion made by G. Bailey and seconded by C. Murphy to approve payment of the MMDHD's Expenses for April 9 through May 13, 2022 totaling \$1,522,397.91. Motion carried.**

- b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for April 2022

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

- c. Update – Purchase/Upgrade of Fortinet Firewalls and Antivirus

M. Selby mentioned that additional cables and licenses needed to move forward with the Fortinet Firewall project were omitted from the original quote at an additional cost of \$5,000.

**Motion made by G. Bailey and seconded by M. Beach to authorize additional funding in the amount of \$5,000 for additional equipment and licenses needed for the Fortinet Firewall system as proposed. Motion carried.**

- d. Increase in Staffing

L. Braddock indicated that the agency has been unable to fill a .50 FTE (Full Time Equivalent) Health Educator position in the Substance Abuse Prevention Program since July 2021; therefore, she would like to increase the position to full time with funds from the Health Resource Advocate grant to provide social and emotional learning to 7<sup>th</sup> and 9<sup>th</sup> grade students in Montcalm County schools. The position would be combined with a vacant .50 FTE Health Educator position.

**Motion made by G. Bailey and seconded by A. Petersen to approve an additional .50 FTE Health Educator time to combine with a vacant .50 FTE Health Educator position for a full time Health Educator that would provide social and emotional learning to students in Montcalm County schools funded by the Health Resource Advocate grant. Motion carried.**

- e. Budget Development Schedule, FY 22/23

G. Bailey indicated that a Special Finance Committee Meeting was scheduled for July 13, 2022, 9 a.m. in the Gratiot Office, Ithaca, to discuss the FY 22/23 Budget and Fees.

**Motion made by G. Bailey and seconded by A. Petersen to schedule a Special Finance Committee Meeting for Wednesday, July 13, 2022, 9 a.m. at the Gratiot Office. 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

- a. Eat Safe Fish

Dr. Morse provided an overview of the State's Eat Safe Fish Guides, stating that the guides were recently updated. She reported that research showed that eating fish regularly reduced the risk of cardiovascular events as well as improving the cognitive development of children if a woman consumed during pregnancy and breastfeeding. Unfortunately, she said that some fish are contaminated with high levels of mercury and other hazardous chemicals. She reviewed a list of the

chemicals and the various species of fish. Dr. Morse recommended eating smaller, younger fish to reduce the risk of ingesting these harmful chemicals. She also recommended baking or broiling fish to drain off the fat that could contain concentrations of harmful chemicals.

Dr. Morse reviewed her monthly Healthy Living Recommendations for June:

1. *Eat more unfried fish as part of a healthy diet.*
2. *Be aware of safe fish recommendations from FDA, EPA, and MDHHS to avoid excess mercury and other chemicals.*

**Motion made by A. Petersen and seconded by M. Beach to adopt the BOH Monthly Healthy Living Recommendations for June as proposed and accept and place the Medical Director's Report on file. Motion carried.**

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

1. Agreements Signed, April 21 – May 18, 2022

L. Braddock reviewed the Agreements Signed and mentioned that the topic was provided for information only.

H. OLD BUSINESS: None

I. NEW BUSINESS:

1. Food Service Late License Fees 2022

L. Smith provided an update on FY 21/22 Food License Fees stating that payment was due May 1, 2022, with 36 facilities not paid district wide. He reported that a letter was sent to those facilities requesting payment. Now, 30 facilities have not paid or turned in an application. L. Smith said that the agency was foregoing the late fee until June 22, 2022, which was the last directive from the State on restrictions for food service facilities. He reported that the agency would be assessing late fees after June 22<sup>nd</sup> and pursuing enforcement for any facilities that had not paid. L. Braddock said that a 24-hour Notice to Pay would be delivered to the facility before issuing closure notices.

2. Community Health Improvement Plan (CHIP) for 2022

K. Trimbach mentioned that the Healthy Capital Counties was a project that she had been working on for a long time designed to improve the health of Clinton County residents. She provided an overview of the 2021 Assessment. She indicated that the final report would be available in September 2022. L. Braddock commented that K. Trimbach prepared the presentation to provide support for a large grant request which could continue their great work into the future.

3. Emerging Issues – None

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

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

2. MMDHD Staffing Report

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

1. Xylazine-Involved Death Reported In Montcalm County, *Daily News*, May 4, 2022
2. What To Do When You Have A Bat In Your House, *Daily News*, May 5, 2022

M. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting was adjourned at 9:41 a.m.

Respectfully Submitted,



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