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<b>BOARD OF HEALTH:</b>	Bruce DeLong	George Bailey	Phil Kohn
	David Pohl	Timothy Gay	Adam Petersen

APPROVED 11/22/23

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

**MINUTES**

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

- Members Present: Adam Petersen, Chairperson; George Bailey, Vice Chairperson; David Pohl, Phil Kohn, Timothy Gay
- Members Absent: Bruce DeLong
- Staff Present: Mari E. (Liz) Braddock, Health Officer; Melissa Selby, Director of Administrative Services; Lonnie Smith, Director of Environmental Health (EH); Sarah Doak, Director of Community Health & Education Division (CHED); Krishna Santana, Board Secretary
- Staff Absent: Jennifer E. Morse, MD, MPH, FAAFP, Medical Director
- Guests: None

Adam Petersen, called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:00 a.m. on Wednesday, October 25, 2023, at the Montcalm Office of the MMDHD, Stanton, Michigan.

The Pledge of Allegiance was led by A. Petersen.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

**Motion to accept the agenda as presented made by G. Bailey seconded by D. Pohl. Motion carried.**

B. CONSENT ITEMS:

1. Meeting Minutes
  - a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held September 11, 2023
  - b. Mid-Michigan District BOH Regular Meeting held September 27, 2023

**Motion made by G. Bailey and seconded by D. Pohl to accept Meeting Minutes B.1.a., and b. and place on file. Motion carried.**

2. Communications –

a. LHD Collaboration and Exploration of Shared Approach to Delivery of Services.

L. Braddock explained this is a CDC block grant received for the use of training for Health Officers and leaderships.

**Motion made by D. Pohl and seconded by G. Bailey to accept and place on file the communication. – 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 September 23 through October 20, 2023, totaling \$526,543.25.

D. Pohl questioned one of the reports, M. Selby took the question to the finance department and was able to clarify the report to the satisfaction of the board.

**Motion made by G. Bailey and seconded by D. Pohl to approve payment of the MMDHD’s Expenses for September 23 through October 20,2023 totaling \$526,543.25. Motion carried.**

b. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for September 2023.

No report this month due to year-end.

c. Increase Wage Step.

L. Braddock explained a request from an employee to be placed at the highest pay step for her new position. Her prior position was eliminated due to the MICR program being transferred from the local health departments to the State of Michigan effective September 30,2023 as a result she applied for and was hired for a public health representative position that was vacant at a significant decrease in pay. The MMDHD would like to raise her to the highest step for this position as she has been a long-time valued employee and has knowledge of public health.

It was questions by P. Kohn if this employee was laid off because of the program ending, S. Doak stated the employee’s MICR position ended September 30,2023 and she began her new PHR roll on October 1, 2023.

**Motion made by P. Kohn and seconded by D. Pohl to approve the increase of the PHR position**

**from step two to step six. Motion carried.**

2. Personnel Committee – David Pohl, Chairperson –
  - a. The contracts for Teamsters, MNA and Non-Union are being signed.
3. Program Committee – Phil Kohn, Chairperson – No Report.

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

1. Malaria in the U.S.

L. Braddock spoke briefly on the highlights of the report in J. Morse's absence, explaining malaria is spread by mosquitoes not person to person, there has been ten cases across the U.S. this year of locally contracted Malaria. Dr. Morse recommends vaccinations before traveling to affected countries and using insect repellent while traveling and at home to protect yourself.

**Motion made by G. Bailey and seconded by D. Pohl to adopt the BOH Monthly Healthy Living Recommendations 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. Agreement Signed –

EGLE Agreement for Environmental Health services.

Spectrum Health United agreement for emergency pharmaceutical dispensing.

NACCHO Workforce Capacity Grant – this is a grant for \$20,000.00 that is focused on improving our emergency administration plan and provides five 90-minute staff training sessions.

2. FY 23/24 Quarterly Service Report (QSR), Third Quarter (July 1 through September 30, 2023)

L. Braddock went over the report focusing on hearing and vision; she presented to the board the hearing and vision brochure, she commented that the numbers are very robust, and we are catching up with our screening stating it is a very popular well ran program. She also commented on the Environmental Health's food program telling the board this is program that we must meet minimum requirements – this is the inspection of restaurants. The food program and the hearing and vision are two of the programs that will be reviewed as part of accreditation the week beginning December 4, 2023.

**Motion made by G. Bailey and seconded by D. Pohl to approve the 2023-2023 MMDHD Health officers report. Motion carried.**

3. Accreditation

Accreditation will begin as early as November 29, 2023, with the hearing and vision program, then

into the week of December 4, 2023 at our Clinton County branch office, for the Powers & Duties section. A schedule is available if any board member is interested in attending.

H. OLD BUSINESS:

1. Statewide Septic Code Update –

L. Braddock said there will be no movement on this code until after Christmas they are breaking early because of the presidential primaries – T. Gay ask what the code would be, A. Petersen explained there could be a statewide septic code whereas we currently use individual county codes.

I. NEW BUSINESS:

1. Vaccine Supply –

L Braddock informed the board we have vaccine available for any board member that would like to get the vaccine today and stated tomorrow is our last walk-in clinic, this clinic is being held at the Clinton County branch office.

2. Emerging Issues – None.

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, September 2023
2. Staffing Report
3. Organizational Charts

L. Braddock went over the charts stating they have not changed since last year other than the loss of the data analyst, who retired and was not replaced, and the MICR positions being eliminated. P. Kohn ask if all the positions are funded, M. Selby stated we do have a balanced budget.

**Motion to approve the organizational charts and place on file made by G. Bailey seconded by T. Gay.  
Motion carried.**

L. RELATED NEWS ARTICLES AND LINKS: <https://www.mmdhd.org/2023-board-of-health/>

1. Press Release – Public Notice
2. 2023-10-12- Gratiot County Herald - Public Notice

3.

M. AGENCY NEWSLETTERS: <https://conta.cc/46QxPJT>

**There being no further business to come before the Board, G. Bailey seconded D. Pohl. Motion carried.  
The meeting was adjourned at 9:35 a.m.**

Respectfully Submitted,

A handwritten signature in black ink that reads "Krishna Santana". The signature is written in a cursive, slightly slanted style.

Krishna Santana, Board Secretary  
For Adam Petersen, Chairperson  
Mid-Michigan District Board of Health