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

APPROVED 12/20/23

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

MINUTES

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

Members Present: Adam Petersen, Chairperson; George Bailey, Vice Chairperson; Bruce DeLong, David Pohl, Timothy Gay

Members Absent: Phil Kohn

Staff Present: Mari E. (Liz) Braddock, Health Officer; Jennifer E. Morse, MD, MPH, FAAFP, Medical Director; 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: None

Guests: Alison Stout

Adam Petersen, called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:01 a.m. on Wednesday, November 22, 2023, at the Clinton Office of the MMDHD, St. Johns, Michigan.

The Pledge of Allegiance was led by A. Petersen.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

A. Petersen requested adding Yearend Recommendations under the finance committee letter e.

Motion made by B. DeLong and seconded by G. Bailey 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

October 2, 2023

b. Mid-Michigan District BOH Regular Meeting held October 25, 2023

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

2. Communications

a. Mid Michigan FY24 ELPHS NOA Letter

L. Braddock noted these five communications are all notice of award letters. The first letter is our essential local public health dollars, which has a significant increase this year. The three programs noted in this letter are MDARD ELPHS which is the Food program, MDHHS ELPHS -other programs which is Immunization /CD/ STI programs, EGLE ELPHS program which is our Water and Sewage program. The increase represents six of the eight essential local public health programs excluding the hearing and vision from the increased funding. However, if the agency chooses to, they may move some of the additional funding from the MDHHS Other programs to the Hearing and Vision programs. The increased funding was not in the agency's approved budget. B. DeLong asked if these funds were permanent, and L. Braddock responded yes. L Braddock mentioned, however, this will likely be final year of COVID funding so the team will be discussing the implications of the increased funding and loss of COVID funding for this year and subsequent years. This information will be conveyed to the Board of Health at a future meeting.

b. Mid Michigan Strengthening PH Workforce & Infrastructure FY24 NOA Letter

L. Braddock told the board this letter is an award for \$110,000.00 which was already in our budget. This is a public health workforce supplemental award, we use this to cover the cost of some of our supervisors.

c. Mid Michigan COVID Workforce Development FY24 NOA Letter

L. Braddock said this communication for \$176,184.00 is used to strengthen our workforce.

d. Mid Michigan ELPHS LCSA Letter 2023 – Local Community Stabilization Authority

L. Braddock noted the last communication is sent to the counties and passed through to us. We were aware of this \$190,167.00 and it is already in the budget.

Motion to accept and place on file made by B. DeLong seconded by G. Baily. Motion carried.

D. Pohl asked if when the covid monies disappear will the increases to these programs cover that loss? M. Selby and L. Braddock responded to say they are hoping this will be the case and it will be discussed in the admin budget meeting.

C. PUBLIC COMMENTS: None

D. BRANCH OFFICE EMPLOYEES: -

Alison Stout – Health Educator

L. Braddock introduced Alison Stout, she is a health educator in the Clinton branch office.

E. COMMITTEE REPORTS:

1. Finance Committee – George Bailey, Chairperson

a. MMDHD’s Expenses for October 21 through November 17, 2023

Motion made by G. Bailey and seconded by B. DeLong to approve payment of the MMDHD’s Expenses for October 21 through November 17, 2023 totaling \$575,941.83. Motion carried.

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

Motion made by G. Bailey and seconded by D. Pohl to accept the Balance Sheet, Revenue and Expenditure Report for September 2023 and place on file. Motion carried.

c. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for October 2023 is delayed due to year-end closing.

d. MMDHD’s Financial Status Report (FSR), FY 22/23

M. Selby provided 22/23 program financial status reports (FSR’s) as a handout to the Board indicating that it is 85 pages long. Next month a motion to accept the report will be requested giving the board time to review the FSR.

e. Yearend recommendation

M. Selby explained to the board we ended the year with a \$56,813.13 deficit. Her recommendation to the Board is to authorize the use of \$50,000.00 from our reserve fund balance for the Community Health Worker program. Additionally, it is recommended that we move \$92,000.00 from the Potential Claims fund balance for the takeback that occurred during the year. If approved, the result would be \$85,186.87 surplus remaining. M. Selby stated that \$85,000 could be paid into the MERS retirement fund if approved by the Board of Health. A. Petersen and B. DeLong stated that there had been a good discussion concerning the recommendation at the Finance Committee meeting that had preceded today’s regular meeting. B. DeLong stated this payment would be to increase the percentage funded to the retirement fund and would be a one-time payment. A. Petersen

commented that next year the agency may need to monitor spending more closely to avoid a deficit and the need for an extra payment to the retirement fund. B. DeLong agreed, adding midyear the board would like to look over the budget and spending to see if there is a trend or any areas that need extra attention. The hope is to end the year with a balanced budget and keep the retirement funding at a healthy percentage.

Motion to implement recommendations for year-end budget adjustments made by G. Bailey supported by B. DeLong. Motion carried.

2. Personnel Committee – David Pohl, Chairperson – No Report

3. Program Committee – Phil Kohn, Chairperson – No Report

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

1. Syphilis –

J. Morse provided a report concerning Syphilis, she went over her report noting syphilis is thought of as historical, but it is not gone. Symptoms are very vague and can be missed easily or mimic other illnesses as a result being diagnosed tends to get missed. The main reasons to now talk about syphilis is rates have been going up in the past twenty years, this includes men, women, and newborns. Last year in Michigan 37 newborns were born with syphilis, we did have one of these infants born in our district. Recommendations are included in a link within the report, also recommended is to support STI testing and safer sex programming. T. Gay ask why the numbers are going up, J. Morse stated there are more anonymous and high-risk meetings and interactions, it is also thought that syphilis is no longer an issue however it is still around.

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. Agreements Signed.

L. Braddock told the Board that there were two agreements signed last month. The first one with Complete Generator Solutions, LLC is a revised contract for a generator in the Montcalm Branch Office in the amount of \$33,319.29. The actual balance due is \$23,319.29. There was an error in the size of the generator ordered by the company and therefore, the ordered a new one at no additional cost to us. The new agreement is for the correct generator needed with an estimated delivery of April 2024.

The second agreement was with Community Mental Health Association of Michigan (CMHA) for Project ACE for \$48,000.00. This contract was provided for the Board's review. This is our second year receiving this award.

2. District Wide Annual Meeting.

L. Braddock reminded the Board that the MMDHD is holding the annual District Wide Meeting, Tuesday, December 12, 2023 from 9:00 am to 3:00 pm at AgroLiquid located in St. Johns, she extended an invitation for all board members to attend the meeting. She noted we will send an agenda to board members closer to the meeting date.

H. OLD BUSINESS:

1. Statewide Septic Code Update

L. Smith updated that at this point there has been no new information from the state as they are still on break, however he is continuing to monitor any progress and will keep the board informed, it is anticipated this will be the first of the year.

I. NEW BUSINESS:

1. – Schedule January's Organizational Meeting.

A. Petersen asked if anyone had a date in mind for the meeting, L. Braddock stated we normally hold the meeting on the fourth Wednesday of January at 9:00 a.m. at the Montcalm Branch Office. The fourth Wednesday is January 24, 2024.

Motion made by B. DeLong and seconded by G. Bailey to schedule the January Organizational meeting for Wednesday, January 24, 2024 at 9:00 a.m. at the Montcalm Branch Office. Motion carried.

2. Emerging Issues – None

J. LEGISLATIVE ACTION: - None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, October 2023

2. Staffing Report

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

1. Walk In Clinic November 18, 2023 – Advertisement
2. Walk In Vaccination Clinic St. Johns at MMDHD – Press Release

M. AGENCY NEWSLETTERS: <https://conta.cc/3FPCNuH>

There being no further business to come before the Board, G. Bailey made a motion to adjourn seconded by B. DeLong. Motion carried. The meeting was adjourned at 9:45 a.m.

Respectfully Submitted,

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

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