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BOARD OF HEALTH:	Bruce DeLong David Pohl	George Bailey Steven Sopocy	Phil Kohn Adam Petersen
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Approved 4/24/2024

MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD)
BOARD OF HEALTH
REGULAR MEETING
at
Gratiot Office, Ithaca, Michigan

Wednesday, March 27, 2024
9:00 a.m.

MINUTES

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

- Members Present: Adam Petersen, Chairperson; George Bailey, Vice Chairperson; Steven Sopocy, David Pohl, Phil Kohn and Bruce DeLong
- 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; Lonnie Smith, Director of Environmental Health (EH); Krishna Santana, Board Secretary
- Staff Absent: Sarah Doak, Director of Community Health and Education Division (CHED)
- Guests: Adrianna Gillis

Adam Petersen, Chairperson, called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:03 a.m. on Wednesday, March 27, 2024, at the Gratiot Office of the MMDHD, Ithaca, Michigan.

The Pledge of Allegiance was led by A. Petersen.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

Motion made by G. Bailey and seconded by B. DeLong to accept the agenda as presented. Motion carried.

WWW.MMDHD.ORG

LIZ BRADDOCK, RS, MS
Health Officer

JENNIFER MORSE, MD, MPH, FAAFP
Medical Director

B. CONSENT ITEMS:

1. Meeting Minutes

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held February 12, 2024
- b. Mid-Michigan District BOH Regular Meeting held February 28, 2024

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 - None

C. PUBLIC COMMENTS: - None

D. BRANCH OFFICE EMPLOYEES: –

L. Braddock introduced Adrianna Gillis, Health Educator based in the Montcalm Office.

E. COMMITTEE REPORTS:

1. Finance Committee – George Bailey, Chairperson

- a. MMDHD’s Expenses for February 10 through March 8, 2024

Motion made by G. Bailey and seconded by D. Pohl to approve payment of the MMDHD’s Expenses for February 10 through March 8, 2024, totaling \$913,176.16. Motion carried.

- b. MMDHD’s Monthly Balance Sheet, Revenue and Expenditure Report for February 2024

Motion made by G. Bailey and seconded by B. DeLong to accept the Balance Sheet, Revenue and Expenditure Report for February 2024 and place on file. Motion carried.

- c. Electronic Transaction Policy

G. Bailey said this handout is a policy in accordance with the request of the auditors. It was noted these are the procedures that are currently being followed that are now being placed in a policy.

Motion made by G. Bailey seconded by S. Sopocy to accept and place on file the budget amendment. Motion carried.

d. Oral Health Fees: D0191 & D1206

G. Bailey asked M. Selby to explain the fees, she explained there is a screening and a varnish fee we are currently charging \$25.00 and \$30.00. We are asking to increase by \$5.00 each in accordance with what the insurance will pay.

Motion made by S. Sopocy and seconded by D. Pohl to approve increasing Oral Health Fees D0191 & D1206 by \$5.00 each. Motion carried.

e. Reclassification of Finance Specialist and Human Resource Specialist Positions.

M. Selby told the board when we have a vacancy we review that job description, we do have a long-time employee retiring from the finance specialist position, so we thought it was a good time to reclassify both positions. We would like the jobs to be moved from a level 5 to a level 8, this is the next level on the wage scale as there is not a 6 or 7. Both employees are currently the highest step at a level 5 so at this time there will be no financial impact. With this reclassification an associate degree would be required with a bachelor's preferred, this would allow more backup options in the case of M. Selby's absence. P. Kohl asked what is added on for overhead, what percent do you budget for, M. Selby said about 35% to 40% for insurance, retirement, dental etc. as a result we're looking at about another \$25,000.00 per year. He said he was asking because he is questioning if we will get the type of applicants desired at this amount, M. Selby notes we have good benefits including a defined benefit package for retirement.

Motion to approve the reclassification of the Financial Specialist and the Human Resource Specialist Made by G. Bailey, seconded by B. DeLong Motion carried.

f. Sick Leave Pay Out

G. Bailey told the board the finance committee discussed this at length, and they decided to take no action at this time. M. Selby explained it was requested the sick time pay out be increased by 40 hours for employees leaving employment after 20 years of service and 80 hours for an employee of 30 years. S. Sopocy asked if this would count towards their final legacy compensation, he also asked if they get to cash in vacation. M. Selby explained that after 10 years you can get a payout for your sick time and after your first year you will get pay out for vacation. A. Petersen noted after his dealing with other unions he is hesitant to agree to this outside of union contract bargaining. M. Selby also told the board lump sum payouts are not included in final compensation. It was agreed there will be no action taken on this agenda item.

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

3. Program Committee –Phil Kohn, Chairperson

On-site sewage disposal alternative design technology.

L. Smith said there is a company that has approached the health department to bring in a new alternative septic system product. He has a meeting with the company on April 10th if they do not

come to an agreement, they plan to bring this to the Program Committee. He is giving the board a heads up this might be coming as a request to meet with the program committee. L. Smith went on to explain the alternative system to the board. P. Kohn requested L. Smith to email him the specifics.

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

No report this month.

There is no official report, this month but Dr. Morse went over the communication sent out to the schools concerning Respiratory Virus Guidance, the guidance indicated how to communicate with parents concerning illness, when to keep children home from school and when it is safe to return. J. Morse told the board the communication was sent out shortly after the CDC (Centers for Disease Control) came out with their Respiratory Virus information that indicated that person exposed to COVID do not need to stay out of school for five days, but a week later the State said the schools need to follow the five days off school. She indicated there has been an inconsistency in communication between the state recommendations and the CDC, so at this time we are continuing to follow the CDC guidance as she had contacted the CDC and they are standing by the updated recommendations.

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

1. Health Officer's Report –

L. Braddock began telling the board ACIP recommends those 65 and over may receive an additional dose of COVID 19 vaccine. She went on to other items, she said the MMDHD has gun locks available to the public under Project Child Safe, she told the board we did not receive the full amount of 1500 we have ordered we received 500 but we do expect more, at this time we ask families that come in with children if they would like a gun lock. She then told the board we are working on the community needs assessment for Clinton and Montcalm Counties. Surveys will be going out to the community and providers in April as well as focus groups meetings to discuss the health needs of the residents. She recognized this coming week is Public Health Week, next week staff will be recognized. Also on April 10, 2024 MALPH is hosting day at the capital, and she is extending an invitation to the board members if they are interested in accompanying her and our Public Information Officer they are welcome, the day will consist with sharing the County Health Rankings (CHR) and the opportunity to meet with our elected officials.

2. Agreements Signed, February 20 – March 21, 2024

L. Braddock told the board we had two agreements signed, we received an additional \$14,500.00 for the Substance Use Disorder Prevention, SUD. These funds are used to purchase Narcan for Montcalm County and hopefully more sharps containers. The other agreement is with Michigan Public Health Institute, MPH, we have an award of \$10,000.00, this will be used towards a performance management/quality improvement project which will begin in April.

**Motion made by B. DeLong supported by D. Pohl to accept the health officer's report and place on file.
Motion carried.**

H. OLD BUSINESS:

1. Statewide Septic Code

L. Smith said he has been working with EGLE on the third draft. The legislators are on spring break now, they will pick this back up upon their return and there might be a fourth draft completed late April. D. Pohl asked if the septic pumper can be certified to do the inspections. L. Smith said that has been discussed, he noted this could end up being a conflict of interest.

I. NEW BUSINESS: -

1. Emerging Issues – None

2. Narcan Vending Machines- L. Braddock told the commissioners the health department has been approached by Child Advocacy in Gratiot County asking if we would have interest in placing a Narcan vending machine in our lobby as well as medication disposal pouches. Child Advocacy said they have the funding for two machines, the sheriff's office is going to accept one, they would like one in Ithaca since Alma currently has one, our hesitancy is that we are limited in hours we are not open 24/7, also being a county building, this would need to go before the county board for approval. Wayne State also approached us regarding the Clinton Branch Office because the county does not have any Narcan vending machines, however the location in St. Johns would not be a good place for the machines because it is not very accessible. Montcalm does not have the same need because there are multiple machines across Montcalm County. It was discussed that there is no cost associated with the machines or the Narcan it is keeping the machine stocked that has some places hesitant. It was suggested to leave the machine outside the building, it was questioned of what the temperature needed to be. This item was informational only, to give the commissioners indications of what may be coming in the future.

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, February 2024

2. MMDHD Staffing Report

L. RELATED NEWS ARTICLES AND LINKS: <https://www.mmdhd.org/2024-board-of-health/>

1. Free First Aid Kits with Narcan Available at Montcalm Community Libraries – Press Release 3/19/24

M. AGENCY NEWSLETTERS: <https://myemail.constantcontact.com/March-2024-Newsletter.html>

There being no further business to come before the Board, B. DeLong made a motion to adjourn seconded by D. Pohl, the meeting adjourned at 9:54 a.m.

Respectfully Submitted,

Krishna Santana

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