



# MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

[www.mmdhd.org](http://www.mmdhd.org)

**CLINTON**  
Branch Office  
1307 E. Townsend Rd.  
St. Johns, MI 48879-9036  
(989) 224-2195

**GRATIOT**  
Branch Office  
151 Commerce Drive  
Ithaca, MI 48847-1627  
(989) 875-3681

**MONTCALM**  
Branch Office  
615 N. State St., Ste. 1  
Stanton, MI 48888-9702  
(989) 831-5237

**ADMINISTRATIVE OFFICES**  
615 N. State St. Ste. 2  
Stanton, MI 48888-9702  
(989) 831-5237



**BOARD OF HEALTH**  
George Bailey  
Bruce DeLong  
Betty Kellenberger  
Tom Lindeman  
Sam Smith  
Dwight Washington, Ph.D.

**MARK W. (MARCUS) CHEATHAM**  
Health Officer

**JENNIFER MORSE, MD**  
Medical Director

**BOARD OF HEALTH  
REGULAR MEETING**  
at  
Mid-Michigan District Health Department  
Clinton County Branch Office  
St. Johns, Michigan

Wednesday, May 24, 2017  
10:00 a.m.

## MINUTES

*We take action to assure the health and well being of our community and the environment  
by responding to public health needs and providing a broad spectrum  
of prevention and educational services.*

**Members Present:** Bruce DeLong, Chairperson; George Bailey (*left at 10:55 a.m.*), Tom Lindeman, Vice Chairperson; Dwight Washington; and Betty Kellenberger

**Members Absent:** Sam Smith

**Staff Present:** Mark W. (Marcus) Cheatham, Ph.D., Health Officer; Melissa Bowerman, Director of Administrative Services; Cindy Partlo, Board Secretary; and Jennifer E. Morse, M.D., Medical Director; Andrea Tabor, Director of Community Health and Education Division

**Staff Absent:** None

**Guests:** None

T. Lindeman, Vice Chairperson called the regular meeting of the Mid-Michigan District Board of Health (BOH) to order at 10:04 a.m., on Wednesday, May 24, 2017, at the Clinton County Branch Office of the Mid-Michigan District Health Department (MMDHD), St. Johns, Michigan.

Pledge of Allegiance was led by T. Lindeman.

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

B. DeLong requested to move item H.1., Update on Appeal Hearing – Crumbaugh, to the beginning of the Agenda.

**Motion made by B. Kellenberger and seconded by T. Lindeman to approve the Agenda as amended. Motion carried.**

H. OLD BUSINESS:

1. Update on Appeal Hearing - Crumbaugh

The Appeals Board members discussed the hearing that was held May 22, 2017 to settle on a final determination. M. Cheatham distributed a legal opinion from the agency's General Counsel, Tim Perrone, Esq., regarding the option of imposing a penalty upon the well driller. After discussion, the Appeals Board agreed that a penalty should be imposed upon the well driller.

**Motion made by B. Kellenberger to deny Mr. Crumbaugh's request for a variance. Motion failed for lack of a second.**

**Motion made by G. Bailey to allow Mr. Crumbaugh to keep the well where it was drilled as long as all of the other criteria are met according to the EH Regulations; however, the well driller will be fined to the extent the agency can fine him along with a reprimand; and additionally, that a Notice of Violation be filed with the appropriate State of Michigan department. Motion seconded by B. DeLong. Motion carried 2-1. (B. Kellenberger voted no.)**

B. CONSENT ITEMS:

1. Meeting Minutes

a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held April 10, 2017

b. Mid-Michigan District BOH Regular Meeting held April 26, 2017

2. Communications

a. National Association of Local Boards of Health (NALBOH) NewsBrief, Spring 2017

**Motion made by G. Bailey to accept the Consent Items, Meeting Minutes B. 1. a. and b. and Communications B. 2. a. and place on file. Motion seconded by B. Kellenberger. Motion carried.**

C. PUBLIC COMMENTS: None

D. BRANCH OFFICE EMPLOYEES: None

E. COMMITTEE REPORTS:

1. Finance Committee – Tom Lindeman, Chair

a. Mid-Michigan District Health Department's Expenses for April 15 through May 12, 2017

**Motion made by T. Lindeman and seconded by G. Bailey to approve payment of the Mid-Michigan District Health Department's (MMDHD) Expenses for April 15 through May 12, 2017, totaling \$427,232.20. Motion carried.**

- b. Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Report for April 2017

**Motion made by T. Lindeman and seconded by B. Kellenberger to approve and place the Balance Sheet, Revenue and Expenditure Report for April 2017 on file. Motion carried.**

- c. MMDHD Form 990

**Motion made by T. Lindeman to accept and place Form 990 on file. Motion seconded by G. Bailey. Motion carried.**

- d. FY 17/18 State Budget

T. Lindeman mentioned that the FY 17/18 State Budget was discussed.

- e. FY 17/18 Proposed Draft Budget and Narrative

M. Cheatham stated that the FY 17/18 Budget included an EH Supervisor position and staffing adjustments. He also stated that the FY 17/18 Budget did not increase the appropriations for the counties; however, there would be a slight difference in their appropriation amounts due to applying the formula outlined in the Intergovernmental Agreement to services provided in each county.

**Motion made by T. Lindeman and seconded by D. Washington to approve the MMDHD's FY 17/18 Proposed Draft Budget and Narrative and forward the appropriation requests to the counties. Motion carried 4-1. (T. Lindeman voted no.)**

- f. FY 17/18 Proposed Agency Fees

- 1) Community Health and Education Division (CHED)
- 2) Environmental Health (EH) Division

M. Cheatham noted that some EH Fees were increased about 2%. M. Bowerman stated that for the Community Health and Education Division, some fees were increased to allow the agency maximum reimbursement from insurance companies based upon the cost to perform the service.

**Motion made by T. Lindeman and seconded by B. Kellenberger to approve the MMDHD's FY 17/18 Proposed Agency Fees for the CHED and EH Division. Motion carried.**

- g. FY 15/16 Audit, Update on Corrective Action Plan Policies

T. Lindeman stated that there was no action taken.

## 2. Personnel Committee – Betty Kellenberger, Chair

- a. Teamsters Local 214 Contract Negotiations, Schedule Meeting at the St. Johns Office

M. Cheatham stated that contract negotiations with the Teamsters Local 214 are ready to commence. He reviewed possible meeting dates with the Personnel Committee. The Committee requested M. Bowerman to advise the Teamsters Local 214 that June 15, 16, and 20, 2017 at 10:00 a.m. in the Saint Johns office work for the Personnel Committee as initial meeting dates. M. Bowerman will advise the Personnel Committee of the date chosen by the Teamsters and C. Partlo will prepare a Notice of Meeting.

3. Program Committee – Bruce DeLong, Chair – No topics.
4. Mid-Central Coordinating Committee – Tom Lindeman, Vice Chair – No topics.

F. MEDICAL DIRECTOR'S REPORT: Jennifer E. Morse, M.D.

1. Ticks and Tick-borne Illness

Dr. Morse distributed cards and pamphlets from the State of Michigan and provided a report regarding the five most common species of ticks found in Michigan, stating that BOH members could order a supply of them for distribution. She also distributed the order form (a link was included in her report). Dr. Morse mentioned that the pamphlet outlines a process on page 13 for testing ticks to determine the species and if it is a carrier of Lyme disease. Our health department has tick test kits for distribution to the public. She noted that directions for testing ticks can be found at: [http://www.michigan.gov/documents/emergingdiseases/Tick\\_testing\\_flow\\_chart\\_227376\\_7.pdf](http://www.michigan.gov/documents/emergingdiseases/Tick_testing_flow_chart_227376_7.pdf) as well as in her report. She indicated that a tick has to feed for about two days before transmitting disease. Therefore, it is imperative to immediately check yourself for ticks when exposed to tick-prone areas.

Dr. Morse also reported that as a follow-up to her April BOH Report, some birds in Michigan have been identified with West Nile Virus.

She recommended the following be adopted as the BOH Monthly Healthy Living Recommendation for June:

1. *Be aware of diseases ticks can carry.*
2. *Take steps to avoid tick bites.*
3. *Check CAREFULLY for ticks after spending any amount of time in tick-prone areas.*

**Motion made by B. Kellenberger and seconded by G. Bailey to adopt the BOH Monthly Healthy Living recommendation for June as proposed and accept and place the Medical Director's Report on file. Motion carried.**

G. HEALTH OFFICER'S REPORT: Mark W. (Marcus) Cheatham, Ph.D., Health Officer

1. Update on MMDHD Strategic Planning Process, *Presentation by Ross Pope, Quality Improvement Coordinator*

R. Pope provided an updated regarding the development of the agency's Strategic Plan. He reviewed the proposed new Mission and Vision for the agency as well as agency Values:

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

Vision – *Advancing innovation solutions to achieve healthier outcomes.*

Values – *Innovation, Collaboration, Accountability, Respect, Equity*

R. Pope reviewed the Focus Areas with the BOH and next steps. D. Washington commented that he was impressed with what has been accomplished to date, and agency rebranding should include a celebration of successes.

2. Annual Commissioner Forum

M. Cheatham mentioned that the Annual Commissioner Forum is typically held in late September or early October. He asked the BOH if they had any thoughts on ways to improve the process or topics. T. Lindeman suggested scheduling the date as soon as possible and sending out a Save the Date. He also noted that the last week of September is the Michigan Association of Counties Conference. C. Partlo will research the county meetings and send out possible dates for lunch and breakfast. D. Washington suggested also surveying commissioners on topics that they would like to hear more about.

H. OLD BUSINESS: *(moved to the first order of business)*

I. NEW BUSINESS:

1. Emerging Issues – None.

J. LEGISLATIVE ACTION:

1. Sample Letter to Legislators and Resolution-Vaccination Exemptions

M. Cheatham reviewed pending legislation, a sample letter, and resolution that District Health Department #10 sent to legislators regarding vaccination exemptions. He asked the BOH if they would like to have the agency prepare a similar Resolution and have it signed by B. DeLong as Board Chair. He mentioned that several health departments are sending Resolutions and testifying against this legislation at a hearing in Lansing.

**Motion made by B. Kellenberger and seconded by T. Lindeman to authorize C. Partlo to prepare a Resolution opposing vaccination exemptions and authorize B. DeLong to sign it. Motion carried.**

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, April 2017
2. Staffing Report

M. Cheatham reviewed the agency staffing report indicating that a long-time Hearing and Vision Technician was retiring from the agency. He mentioned that two new EH Specialists have been hired.

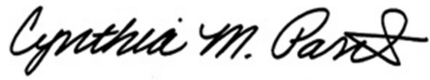
M. RELATED NEWS ARTICLES AND LINKS:

1. MMDHD News Articles Available Online at: <http://www.mmdhd.org/?q=node/121>

N. AGENCY NEWSLETTERS: None

There being no further business to come before the Board, the meeting adjourned at 11:27 a.m.

Respectfully Submitted,

A handwritten signature in black ink, reading "Cynthia M. Partlo". The signature is written in a cursive style with a large, stylized initial "C".

Cynthia M. Partlo  
Board Secretary For  
Tom Lindeman, Vice Chairperson  
Mid-Michigan District Board of Health