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

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; Bruce DeLong, David Pohl, Phil Kohn

Members Absent: Timothy Gay

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); Sarah Doak, Director of Community Health & Education Division (CHED); Hailey Brewer, Administrative Services Supervisor; Krishna Santana, Board Secretary

Staff Absent: None

Guests: Christa Jerome

Adam Petersen, Chairperson, called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:01 a.m. on Wednesday, July 26, 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:

There was a request to amend the agenda by adding an agenda item, as E.1.e., IT Contractual Service.

**Motion made by G. Bailey and seconded by B. DeLong to add the agenda item and 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 June 12, 2023
- b. Mid-Michigan District BOH Regular Meeting held June 28, 2023
- c. Mid-Michigan District Board of Health Finance Committee Special Meeting held July 12, 2023

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

2. Communications –

- a. MDHHS HIV Prevention Award Letter – **Included.**

**Motion made by G. Bailey second by D. Pohl to accept and place on file the communications.**

C. PUBLIC COMMENTS: – None

D. BRANCH OFFICE EMPLOYEES: –Christa Jerome

L. Braddock introduced Christa Jerome, Health Educator, Project SUCCESS Coordinator, Working in our Montcalm Office.

E. COMMITTEE REPORTS:

1. Finance Committee – George Bailey, Chairperson

- a. MMDHD's Expenses for June 17 through July 14, 2023

**Motion made by G. Bailey and seconded by D. Pohl to approve payment of the MMDHD's Expenses for June 17 through July 14,2023 totaling \$663,084.52. Motion carried.**

- b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for June 2023

**Motion made by G. Bailey and seconded by B. DeLong to accept the Balance Sheet, Revenue and Expenditure Report for June 2023 and place on file. Motion carried.**

c. FY 23/24 Proposed Budget and Narrative

M. Selby presented a balanced budget to the board. She noted some significant changes from the prior year such as COVID funding ending resulting in temporary positions coming to an end, the MICR program being taken over by the State of Michigan resulting in the loss of two employees, as well as the elimination of the Data Specialist positions that became vacant upon

an employee's retirement. L. Braddock noted there may also be additional ELPHS funding (essential local public health services and infrastructure funding) however it has not been included in the budget as it has not been confirmed. G. Bailey wanted to make all the commissioners aware of the county appropriations, especially for any new member to see what amount the counties will be asked to supply. D. Pohl ask about the eliminated data specialist position, L. Braddock explained the position's description was made in the early 2000's since this time our needs have changed, as a result the position will be eliminated and we will assess if the duties are still needed then possibly revisit the issue next year. P. Kohn asked about the difference in the year-to-year expenditures, and how we will cut costs for this amount, it was explained that this is all being done through eliminating positions that included temporary COVID positions, MICR positions that have transferred to the State of Michigan and the elimination of the Data Specialist.

**Motion made by G. Bailey and seconded by D. Pohl to approve the Budget as proposed. Motion carried.**

d. FY 23/24 Proposed Fees

L. Braddock explained the board needs to approve fees for EH and CHED every year. This year a 2% increase was made to the EH fees, it was noted fees were not increased last year however the fees were adjusted to \$5.00 increments. S. Doak, noted the only change in the CHED fees this year was to the TB skin test which increased from \$20.00 to \$25.00.

**Motion made by G. Bailey and seconded by D Pohl to approve the Fees as proposed. Motion carried.**

e. IT Contractual Services

M. Selby explained that VC3 was contracted just under a year ago for our I.T. needs. MMDHD previously employed three full-time individuals in the I.T. department, however one has retired and one resigned, leaving the I.T. department with only one full-time employee. Since this change VC3 has not lived up to the expectations for IT services. MMDHD has experienced a difficult relationship with the vendor including lack of communication and long waits on help tickets. L. Braddock contacted other agencies that use the VC3 I.T. services, they responded with the same frustration we are experiencing with the vendor. In order to sever or contract with VC3 we need to give a **90-day** notice then no fees will be assessed. MMDHD contacted Corporate Technologies (who the agency has had prior interaction with) along with one other company to request quotes and service information, it was decided that Corporate Technologies has the most attractive options for our agency, in part because of on-site service they would provide upon our request, for example in the event the MMDHD I.T. employee is out of the office for multiple days Corporate Technologies will provide onsite I.T. support. It was also noted that Corporate Technologies will waive the initial \$10,000.00 fee if we sign a letter of intent before the end of July 2023. It was requested the board approve to sever the contract with VC3 and sign a contract with Corporate Technologies at a cost of \$116,802.00 per year.

**Motion made by G. Bailey and seconded by B. DeLong to terminate our contract with VC3 and**

**approve MMDHD sign a contract with Corporate Technologies at a cost of \$116,802.00 for IT contractual services.**

2. Personnel Committee – David Pohl, Chairperson –

a. Teamsters T214 Negotiations Update –meeting, July 21,2023.

D. Pohl stated he attended a meeting with the T214 Union and a second meeting has been scheduled.

b. MNA Reopener –

There is not a meeting date scheduled at this time.

c. It was also noted that the Health Officer review will be following this meeting at 11:00 a.m.

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

4. Mid-Central Coordination Committee – David Pohl

Mid-Central Committee meet Monday, July 17,2023, 10:30 a.m. at Central Michigan District Health Department, 2012 E. Preston Ave, Mt. Pleasant. L. Braddock and D. Pohl attended the Mid- Central Coordination Committee meeting. The handout was available to the board with the minutes from the Mid-Central Coordination Committee.

The Medical Director's contract was discussed, a copy of the unapproved confidential minutes was available for the commissioners to review but will not be available outside of this meeting as it has not been approved by all three Health Departments Boards of Health, MMDHD was the first of the three health departments to review and sign the contract. A. Petersen asked Dr. Morse if she would like to go into closed session, she declined. The discussion pursued, it was stated that all three health departments, Central Michigan District Health Department, District Health Department #10 and MMDHD are very happy with Dr. Morse and have offered her a three-year contract. MMDHD is the first of the three districts to review the contract.

**Motion made by D. Pohl seconded by P. Kohn to approve the associated agreement between Mid-Michigan District Health Department and Central Michigan District Health Department and District Health Department #10 for Physician Services. Motion carried.**

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

1. Air Quality

J. Morse explained her report summarizing why we should care about air quality and how it is affecting individuals and animals. She indicated resources available are included in her report. She is recommending signing up for alerts on air quality, especially if you have health issues such as asthma and being prepared for poor air quality days. She also noted that wood burning devices are the most common form of air pollution in the winter months in our area so please look at the requirements for such units, as for our summer months, ash has been the most common form of air pollution. You may

choose to wear a mask and or stay inside if you have a health condition that would make you more at risk.

**Motion made by D. Pohl and seconded by P. Kohn to adopt the BOH Monthly Healthy Living Recommendations for July 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 – None

2. FY 22/23 Quarterly Service Report (QSR), Third Quarter (April 1 through June 30,2023)

L. Braddock went over the quarterly service report with the individual programs and counties, this included the CHED and EH departments. L. Smith noted the onsite wastewater program's numbers are down, possibly due to the new construction slowing.

3. Health Officer Report – Gratiot Office Lighting Strike

L. Braddock told the board the Gratiot Office was struck by lightning on June 29,2023 at approximately 6:55 a.m. Because of this incident considerable damage was done to the agency's equipment, an initial list of items affected was included along with the dollar amounts. It is believed the lightning hit the internet tower, this tower has since been removed and fiber internet has replaced it. Vaccine was removed from the building very quickly this resulted in a minimal loss of vaccines. Two Gratiot County staff members were in the building at the time and did need medical attention, there were also MMDHD employees in the building that were not affected medically. Currently the HVAC system is still not fully functional. Most essential items have been replaced at this time. The initial cost estimation is around \$32,000.00 this does not include the printers however it is anticipated these items will be covered by insurance.

H. OLD BUSINESS:

G. Baily asked if there have been any updates on the septic bill. L. Smith said they are working on a second draft of the bill at this time so there is nothing new to report.

I. NEW BUSINESS:

1. None

2. Emerging Issues –

Yesterday an EH sanitarian noticed a possible harmful algal bloom while beach monitoring the lake at Hubscher Park in Gratiot County. She did a rapid test that came back positive. As a result, signs were posted closing the beach. Gratiot parks were contacted and agreed with beach closure. The sanitarian will continue to monitor the lake daily. P. Kohn asked what the results would be if someone swam in water with a harmful algal bloom. L. Smith stated it would be the most harmful to small children and pets but can affect anyone resulting in symptoms such as diarrhea, nausea or vomiting, skin, eye or throat irritation along with allergic reactions or difficulty breathing.

It was discussed that not all algae is harmful the harmful algae looks more like spilled paint /some being blue or purple. Normally the harmful algae is caused by farm run off or septic systems not functioning properly, it is a nutrient overload. P. Kohn ask what to do if you see algae on a lake, L. Smith noted to call the MMDHD Environmental Health Division, and a sanitarian will come out and run the tests.

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

1. Mid-Michigan District BOH Action Items, June 2023
2. Staffing Report

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

1. None
2. AGENCY NEWSLETTERS: <https://conta.cc/3PfqMF2>

**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 10:00 a.m.**

Respectfully Submitted,



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