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<b>BOARD OF HEALTH:</b>	Bruce DeLong David Pohl	George Bailey Steven Sopocy	Phil Kohn Adam Petersen
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MID-MICHIGAN DISTRICT HEALTH DEPARTMENT (MMDHD)  
 BOARD OF HEALTH  
 REGULAR MEETING  
 at  
**Clinton Office, Saint Johns, Michigan**

**Wednesday, February 28, 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); Sarah Doak, Director of Community Health and Education Division (CHED); Krishna Santana, Board Secretary
- Staff Absent: None
- Guests: Ali Barnes, Yeo & Yeo; Ashley Netzley RN, Public Health Nurse II; Matthew Kelley, MPH, Data Specialist

Adam Petersen, Chairperson called the Regular Meeting of the Mid-Michigan District Board of Health (BOH) to order at 9:00 a.m. on Wednesday, February 28, 2024, at the Clinton Office of the MMDHD, Saint Johns, Michigan.

The Pledge of Allegiance was led by A. Petersen.

A. AGENDA NOTES, REVIEW, AND REVISIONS:

**Motion made by B. DeLong and seconded by D. Pohl accept the agenda as presented Motion carried.**

**\*\* Item E. 1. d. moved to first order of business\*\***

**E. 1. d. FY 22/23 Audited Financial Statement, Ali Barnes, Yeo & Yeo -**

A. Barnes began by expressing her appreciation to MMDHD especially M. Selby and D. Wadle for being so organized and prepared for the audit. She first noted the MMDHD has been given a clean or unmodified opinion, this means the auditors believe the information presented in the financial statements have been done so to material accuracy given the laws and the accounting regulations that must be followed. She gave an overview of the financial statement handout provided to the board members, noting the general operating fund, assets being at a total of \$3,765,876.00 then liabilities coming at \$1,336,163.00, Deferred inflows of resources (leases) was \$167,357.00, Fund balance total of \$1,884,833.00, total fund balance of \$2,262.365.00. Total breakdowns can be found in the report. A. Barnes continued to hit highlights of the financial statement report noting revenue and expenditures and going on to advising the board where to find the notes on all categories, the information on capitol assets, liabilities and the pension system information. She pointed out on page 4-2 the year states 2022, this is the correct year, with this noted she pointed out the liability going up significantly this is a result of the market problems in December 2022. The OPEB (other postemployment benefits) was discussed, M. Selby advised this item was a benefit that was grandfathered in for a small number of employees it is now a closed system so it will continually decrease. A. Petersen asked about the fund balance of 2.262 million inquiring if this is a healthy fund balance, A. Barnes responded that this appears to be a comfortable fund balance. She states that you need to weigh needs of the department, questioning if the level of service is where it needs to be and if there are significant capital improvements needed or significant programs to be added, otherwise this is a healthy fund balance. From this point she advanced to discussing the single audit, directing the members to the Schedule of Expenditures of Federal Awards page. The major program audited this year was the WIC program, which was about \$849,000.00 in expenditures and about 25% of the total, there were no issues found with this program. She concluded with the Schedule of Findings and Questioned Costs page. Two options were issued, GAS (government auditing standards) and compliance related to major federal programs, both were clean or unmodified opinions. She also noted there were no material weaknesses or significant deficiencies, she commented this is excellent work. The agency also qualified as a low-risk audit, this reduces the amount of testing requirements. The last piece she went over was the letter that gave an overall view of the audit for the board's review. She commented on an electronic transaction policy that should be put in place. M. Selby told the board this will be developed and presented to the board.

**Motion made by B. DeLong seconded by D. Pohl to accept the FY 22/23 Audited Financial Statement Report and place on file. Motion carried.**

**B. CONSENT ITEMS:**

**1. Meeting Minutes**

- a. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held January 8, 2024
- b. Mid-Michigan District BOH Regular Meeting held January 24, 2024

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

2. Communications

- a. Advancing Healthy Birth Grants Award
- b. ELPHS Hearing and Vision Funds
- c. Michigan Perinatal Quality Collaborative Advancing Healthy Births

L. Braddock told the board MMDHD received \$20,000.00 related to breastfeeding. The ELPHS letter indicated an extra \$12,000.00 was added to this grant which is wonderful news. However, more funding is still needed in the hearing and vision program, hopefully this will happen in 2025/2026.

C. PUBLIC COMMENTS: - None

D. BRANCH OFFICE EMPLOYEES: –

L. Braddock introduced Matthew Kelley, MPH, Data Specialist, Matthew started Monday (2/26/24) and Ashley Netzley, RN, Public Health Nurse II, Ashley has been with MMDHD for almost a year, both employees are located in the Clinton office.

E. COMMITTEE REPORTS:

1. Finance Committee – George Bailey, Chairperson

- a. MMDHD's Expenses for January 13 through February 9, 2024

**Motion made by G. Bailey and seconded by B. DeLong to approve payment of the MMDHD's Expenses for January 13 through February 9, 2024, totaling \$611,364.38. Motion carried.**

- b. MMDHD's Monthly Balance Sheet, Revenue and Expenditure Report for January 2024

G. Bailey told the board there had been a discussion at the finance meeting concerning tires purchased on an agency credit card. M. Selby told the board a set of tires was purchased for a Tuberculosis client that needed transportation assistance while seeking treatment for TB. The funds for the tires came from a State of Michigan Program (MPHI / Incentives and Enablers) MMDHD was basically a passthrough for these funds to purchase the tires and MMDHD has already been reimbursed for the amount. P. Kohn asked what the connection with tires and TB was, L. Braddock explained the client could not make it to the six months of treatment needed because of her tires, the MPHI program assisted with the purchase of tires. In this case tuberculosis is very contagious and an outbreak would cause a major public health concern so by providing the individual with the needed tire they were able to complete treatment.

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

- c. Budget Amendment

M. Selby noted last year it was suggested to keep the board updated on any changes to the budget, as a result she presented a summary of budget adjustments. A few grants/funding have had modifications, such as an increase in the Essential Local Public Health Service funds received and other grants that we may not use in the entirety, also factoring in the new data specialist position. There was also an issue with over shipment of Moderna vaccine, this was remedied by refusing deliveries and selling vaccine to other health departments which is reflected in an increase of the biologics line and miscellaneous income. She also advised the board many of our programs are seasonal, such as well and septic, those funds are included in the budget however, they will not come in until the summer and fall months. After these and a few other small changes there is still a balanced budget in the amount of \$9,414,938.00.

**Motion made by G. Bailey seconded by D. Pohl to accept and place on file the budget amendment. Motion carried.**

d. **\*\*Moved to first order of business\*\***

e. Respiratory Syncytial Virus Antibody Beyfortus

S. Doak told the board this is vaccine offered to newborns and young children that are at risk of RSV, to add the administration fee for this vaccine board approval is needed.

**Motion to approve adding 96381 Administration fee of Beyfortus at \$20.00 to align with other VFC vacancies. Made by G. Bailey, seconded 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

a. Children's Dental Health Month

J. Morse gave an overview that February is National Children's Dental Health month, she noted her report indicates what programs are available in Michigan adding that MMDHD offers oral health programs that not all other departments are offering at this time. Her recommendation was to increase funding, which has happened, however there is still a need for more funding for the Kindergarten Oral Health Assessment Program. G. Bailey asked why some counties are not participating, she responded that if a county did not have an oral health program it was hard to accommodate, especially with limited funding. She noted these counties are working to get this program up and running, she added we need to continue to support this effort. MMDHD is participating in the KOHA program.

**Motion to accept and place on file the Medical Director's report made by G. Bailey seconded by D. Pohl. Motion carried.**

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

1. Health Officer's Report –

L. Braddock began with Environmental Health, a new online portal on our website this will assist with obtaining information on well and septic, submitting permits and FOIA requests. The program will be expanded in the future to include the food program, paying food license fees, and registering for food safety classes. L. Smith told the board MMDHD is not the first in Michigan to offer these services, but we offer the most robust use of the hedgehog program in the state. D. Pohl asked if a septic tank has been pumped is it reported to the counties, L. Smith said no, however we can get this information if needed as we inspect the septic trucks, and they must keep logs which can be accessed upon request. L. Braddock went on to discuss marijuana grants, advising the board that all three counties will be applying for the 2024 Marijuana Operation and Oversight grants, the funds are to be used to educate the public on the safe use and storage of marijuana. Clinton has received funding of \$31,000, we are still waiting for information for the other two counties. Lastly, she advised the board that accreditation was completed in December the report should have been sent to A. Petersen. The accreditation and review were conducted in a technical advisory capacity rather than the traditional method of being awarded a met or not met status for each indicator. MMDHD was commended for all programs and for our use of tracking and reporting tools. It was noted we continue to work on Performance Management Standards and focus on Quality Improvement projects as part of our Performance Management plan. She invited commissioners to be a part of performance management. The next accreditation will be in 2026.

2. Agreements Signed, January 19 – February 20, 2024

L. Braddock told the board a Mini grant from MALPH in the amount of \$4000 was awarded again this year for staff wellness, in the past new coffee machines and picnic tables were purchased. This year the staff has requested a food truck be available at the office for a day this summer.

An agreement with Corewell Health was signed for community health needs assessment in the amount of \$25,000 for Montcalm County, this is done every three years.

**Motion made by G. Bailey 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 the bill's sponsors have put out a third draft, Environmental Health directors across the state have been meeting and going over the draft. Currently the draft is still advising to inspect every septic system every five years. The EH directors would like to see more of a risk-based system, a point of sale, complaint basis, systems we don't have records on or septic systems in vulnerable areas, it would also be beneficial to get the real estate association on board with this plan. He estimated inspecting every septic every five years we may need to hire at least

15 sanitarians. S. Sopocy ask who is pushing the five-year schedule, as it is not realistic especially for our rural community, L. Smith said it is unknown why five years has been the targeted time. There are eleven health departments in the state that have a point-of-sale program, MMDHD is not a point-of-sale district currently. L. Smith explained there are two bills at this time, one focused on the five-year inspection and the other for a state septic code. The state code would be putting together a technical advisory committee of about 20 people to compile a plan.

2. PFAS investigation at Velsicol – St. Louis

L. Smith told the board we were made aware that EGLE took water samples from some shallow excavations during the cleanup at the Velsicol site in St. Louis and those samples came back with two parameters that were above the state level for PFAS. It was noted this is not drinking water. We are expecting there may be a community meeting and we will be a part of this meeting. We wanted the commissioners to be aware of these findings.

3. Policy 042.0 BOH Per Diem –

Policy 042.0 Board of Health Per Diem was updated with the current board chairperson, A. Petersen, this was the only change to the document.

**Motion to approve policy 042.0 BOH Per Diem and for the board chairperson to sign made by D. Pohl and supported by B. DeLong. Motion carried.**

I. NEW BUSINESS: -

A. Petersen, ask if we wanted to add an alternative commissioner to the finance committee, G. Bailey noted he is fine with things the way they are, it was agreed it will be kept as it is and if there is not a quorum the finance can be ran through the regular meeting.

D. Pohl asked if the Narcan program is up and running in Montcalm through the libraries, L. Braddock said yes, it is and going well, at one point we ran out of Narcan but it has been replenished and the kits with the Narcan have been distributed to the libraries as well as commission on aging.

S. Sopocy asked if the health department is involved with the first responders now carrying EpiPens, L. Braddock told the commissioner no we are not involved.

1. Emerging Issues – None

J. LEGISLATIVE ACTION: None

K. INFORMATIONAL ITEMS:

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

2. MMDHD Staffing Report

- L. RELATED NEWS ARTICLES AND LINKS: <https://www.mmdhd.org/2023-board-of-health/>  
1. Public Notice of BOH Meetings, *Daily News*

M. AGENCY NEWSLETTERS: <https://conta.cc/3l1XyEw>

**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 10:07 a.m.**

Respectfully Submitted,

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

DRAFT