

Van Buren/Cass District Board of Health

Minutes
4/12/2023

Chairperson Peat called meeting to order at 3 pm at Van Buren ISD Conference Center, 490 So Paw Paw Street, Lawrence MI 49064 Roll call taken. Board members present were: Randall Peat, Jeremiah Jones, Mary Howie, Vicki Vaughn, Donald Hanson, Tina Leary and Robert Linderman.

Employees Present: Danielle Persky, George Friday, Julie Beeching, Dr. Larry Wile, Jennifer Zordan and Tina Cox.

Others: Aaron Stevens of Maner Costerisan

Corrections to March minutes. Actual expenditures are \$777,848.96. Difference of \$34,691.29. Difference due to: Analytics for Computer Hardware Services, Health Insurance, Employee portion of Health Insurance, Telecommunications, Utilities, CLIA Laboratory certificate fee, Legal Services, Laboratory Services, Community Health promotion, Audit Progress Billing, March Software Services to Patagonia Health and Payroll. Motioned by Jones, 2nd by Hanson to accept the minutes as amended. All voting yes, motion carried.

Danielle asked the agenda be changed to allow Mr. Stevens an opportunity to present the audit.

Mr. Stevens gave the financial report for the health department by highlighting various aspects of the audit. He thanks the financial staff for their help during this process. He reminded everyone the purpose of the audit is to express opinions on the financial statement; management is responsible for preparation and fair presentation of the financials stated in accordance with accounting principles. He stated their purpose is not to determine fraud, however if they find anything they would immediately inform management. A handout was given to all board members with Mr. Stevens explaining each page and how it correlated to various pages of the bound report. He reported Management is responsible for internal controls and the auditor's responsibilities are to provide opinions on financial statements. This audit was performed in accordance to general standard auditing procedures as well as the federal government's auditing procedures. Mr. Steven's went through the handout and bound document highlighting various items of interest. Statement of Net Position showed the agency had 29.7% unrestricted net position/expenses which is approximately 3.5 months of operation which is healthy. Statement of Activities showed an improved change in net position to \$166,716. The Fund Balance Sheet indicates the health department is in a healthy financial position. All graphs, charts are for 5 years (2018-2022) and were reviewed. Mr. Stevens explained the single audit schedules and reports stating 2 programs were selected for testing; Epidemiology and Laboratory Capacity for Infectious Diseases. Summary of Auditor's Results indicated one material weakness in Financial Statements was posting of maternal journal entries, no significant deficiencies were identified. For Federal Awards; no material weaknesses or significant deficiencies were identified. Upcoming accounting pronouncements were discussed with Mr. Stevens indicating management should prepare a list of all software that is leased. Questions took place. It was noted the contract with Maner Costerisan is expiring. Danielle stated the health department will need to get 3 quotes and is waiting for the new Finance Director to be in place to review current process Once this is done present to the board. Discussed and reviewed.

Cash Flow Report. AGENCY SUPPORT: Discussed the March payment from the National Association of County and City Health Officials, higher than past months and the State Bioterrorism payments is always the same, has been for past 20 years. ENVIRONMENTAL HEALTH: Discussed increase in food service licenses. PERSONAL HEALTH: Discussed the March actual funding vs April's projected funding for Monkey Pox and TB. DENTAL: Discuss the increase in Medicaid fees with Danielle stated new reimbursement rates are expected to take place in June. She also stated working with the Veterans Administration on the dental contract for both counties and discussion took place on the concerns of veterans receiving services. Scheduling issues were discussed and reviewed with Danielle stating money is not the barrier, staffing issues are. Looking at the possibility of outsourcing dental clients but need to find a private dentist willing to take Medicaid. Discussed and reviewed.

Expenditures Report: Items highlighted were: Payment to Midwest Family SWMI is for a radio campaign that came out of the National Association grant; Payment to Michigan Office Environments is for the furniture and cubicle updates in Environmental Health office in Lawrence, paid by the additional funding provided by the state; payroll will

be noted on next month's report. Motion by Linderman, 2nd by Vaughn to approve the expenditures as presented. All voting yes, motion carried.

Administrator/Health Officer's Report: Danielle gave a brief update on the Finance Director search. Has had 10 applicants and have narrowed it down to 6 for the first round of interviews. Plan to conduct the 1st round with immediate finance staff then narrow that to 2 or 3 for the 2nd round of interviews with the directors. This was discussed and reviewed with Linderman asking if this individual would be onsite or working remotely. Danielle stated that flexibility is being offered but expect most of the time will be on site. Linderman questioned how secured the equipment/files were when staff are working remotely especially the financial staff. Danielle stated when staff working from home they use the equipment IT provides them, not their own. IT works hard on making sure all equipment has several layers of security, plus there are policies/procedures in place that staff need to follow. Jones asked if the board needed to be involved in the hiring process in which Danielle stated, final say is hers but she can certainly include the board if wanted.

Danielle gave a brief update of the Workforce Development Grant funding was expanded to September to \$172,000 and currently \$130,000 is remaining. Working with Jennifer Zordan on how this funding is distributed. Last year it was used to give employees a bonus, however this year the state is encouraging us to look at other opportunities. She reached out to Rose Street and they recommended we incorporate the AcuMax Assessment tool. She explained that all employees will take this assessment as well as being used as a hiring tool for all candidates. The intent is to measure 4 areas; autonomy, communication, patience and certainty. Danielle stated that Rose Street will come on site to help everyone understand their results. This tool can be used as a hiring tool where we determine a profile of what we are looking. Would be another layer where we can determine if they would be a good fit for our agency. Danielle asked for the board's permission to enter into a 1-year contract with AcuMax for \$4,650. Howie and Linderman expressed their concerns. Danielle stated she believes this is a positive tool and will improve the work environment and could be used to rebuild culture to make sure new hires are a good fit for the agency. Jennifer informed the board they have looked at other tools and this was the least expensive. This is also recommended as part of strategic planning. Believes will be beneficial to all staff, not just leaders. Will help everyone understand better who they are working with, not put people in boxes and expecting everyone to behave in a certain way. Will strengthen our team by helping us understand each other. Danielle informed the board that Rose Street will follow-up with each of us to help us learn from this assessment, so that each of us can grow and better understand each other. As well as develop ways that we can be better communicators if needed. Howie stated that since there is follow up and recommendations to this assessment she was in favor of it. Linderman asked how much time is involved in this assessment and was informed there are only 2 questions and takes only a few minutes. Concerned how staff, especially dental, will find the time to do and be able to review their findings. This was discussed and reviewed. He stated we can do, sounds great, but believes it will be forgotten. Peat stated that these types of assessments are beneficial and should begin at the top level then given to others. No more discussion. Motion by Howie, 2nd by Jones to give Danielle permission to enter into a 1-year contract with AcuMax. All voting yes, motion carried.

Danielle informed the board the Kindergarten Oral Health Assessment funding that was new this year was given an additional \$10,610 to be used for the Tri-County area (Berrien, Cass and Van Buren).

Danielle informed the board that she will be out of the office April 28th through May 3rd. She explained that in the fall she was accepted into a National Cohort for Public Health Professionals and they are hosting a training in Los Angeles California on how to build mental health awareness and how it affects public health processes. All expenses for this training come from this organization. She stated Deb Hess, Van Buren County Mental Health Director is also aware of this training and she plans to connect with Woodlands in Cass County once they are more settled. Discussed and reviewed.

Nursing Activities Report for March for Van Buren. COMMUNICABLE DISEASE: There were 5 Animal bites, all non-rabid. There was 1 Haemophilis Influenzae, 2 Hepatitis B, 355 Confirmed Influenza Virus ILI, 2 Bacterial Meningitis, 1 Salmonellosis, 1 STEC-Shiga Toxin E-coli, 4 Streptococcus Pyogenes Group A and 138 COVID-19. IMMUNIZATIONS: Lawrence; 50 vaccines given (5 COVID vaccines and 45 others) to 25 individuals. CSHCS: 9 Nursing Plans of Care were given, 7 clients were assisted with enrollment, 11 clients were assisted with renewal. There were 17 annual assessments. 37 clients received Care Coordination of Services. 1 Diagnostic was issued. 388 Active clients. STD/HIV: There were 13 Court orders. There were 31 total clinic visits, 31 for tests and/or treatment. There were 16 STD/HIV partner notification interviews. There were 8 Gonorrhea, 18 Chlamydia and 1 Syphilis reported by private clinics. There was 1 Gonorrhea and 4 Chlamydia reported by the Health Department. There were

17 HIV/AIDS for counseling/testing, 17 for posttest counseling and 0 Positive HIV partner notifications. There were 52 for group education. Presentations and Events: None.

Nursing Activities Report for March for Cass. COMMUNICABLE DISEASE: There were 5 Animal bites, all non-rabid. There was 1 Acute Hepatitis A, 1 Chronic Hepatitis C, 85 for Confirmed Influenza Virus ILI, 2 Listeriosis, 2 Bacterial Meningitis, 3 Streptococcus Pyogenes Group A and 60 COVID. IMMUNIZATIONS: Dowagiac; 31 vaccines given (6 COVID vaccine and 25 others) to 16 individuals. CSHCS: 3 Nursing Plans of Care were given, 0 client was assisted with enrollment, 3 clients were assisted with renewal. There were 2 annual assessments. 10 clients received Care Coordination of Services. 0 Diagnostics were issued. 174 active clients. STD/HIV: There were 0 Court orders, 15 total clinic visits, 15 for tests and/or treatment. There were 7 STD/HIV partner notification interviews. There were 2 Gonorrhea, 10 Chlamydia and 1 Syphilis reported by private clinics. There were 15 for HIV/AIDS counseling and testing and 15 for posttest counseling and 0 Positive HIV partner notifications. There were 18 for HIV/AIDS education. Presentations and Event: HIV Education & rapid testing at Woodlands Substance Abuse.

Nursing Report: Julie reported nursing continues to remain busy. Currently conducting a campaign on the distribution of condoms. Staff have been out in the communities helping various agencies with a contract to get condoms at no cost to them, to distribute as needed.

Julie reported time of year to watch for ticks and mosquitoes. Lots of ticks in the area, raising awareness of what to do to help prevent tick bites. There has been an increase in Lyme Disease. She had several handouts available if anyone wanted. Handouts show preventive measures on how to control, what to watch for. For these diseases as well as EEE (Eastern Equine Encephalitis). She highlighted the map available from the state that showed what counties have a known risk for Lyme disease; included both Van Buren and Cass. Need to educate the community on how to protect themselves and pets.

Julie reported on a recent fungal disease spreading among cats. CDC is worried about coming into our country due to travel, believe it will be a matter of time before reaches the US.

Julie gave a brief update on Monkey Pox stated we have everything needed, including a vaccine to those believed to be high risk. There are 399 cases in Michigan however no cases in either Van Buren or Cass County. Though transmission has dropped across the US the disease is still around.

Medical Director's Report: Dr. Wile informed the board he regularly communicates with other medical providers on Monkey Pox and TB. Send guides regarding treatment options, risk factors and how these diseases are spread. Plan to send provider information regarding ticks and mosquitos soon. He stated this information is easy to understand and will update as needed.

Linderman asked if he was in contact with the Amish. Dr. Wile stated he has not recently been in contact but will reach out again in next month or two. Linderman again requested a hitching post be installed at the Lawrence facility so the Amish can access as needed. Danielle will look into.

Jones inquired why Herpes Simplex is not listed on the Communicable Disease report and Julie informed that this is not considered a reportable illness. Discussed and reviewed.

Dr. Wile reported he is currently on the Board of Directors on Area of Aging. They are looking at primary care outreach to those individuals on Medicaid and others that can not get to a primary care provider.

Dr. Wile reported the CDC is asking everyone to look for the Marburg Virus that currently is in Africa. He stated there are currently 2 small outbreaks in Africa and it is believed transmitted by bats. Spreads through open sores. Believes the risk to the US is low and Michigan bats don't carry. There are travel advisories for anyone traveling in those areas. It has been suggested that medical providers ask questions of clients inquiring about travel to Africa but public health does not have to monitor at this time.

Dental Report: None

Environmental Health Report: Statistics were discussed and reviewed. George reported staff busy; both well and septic permits have increased. He informed the board that indoor pool inspections have been completed, had also completed tattoo parlors, however a new one going in the South Haven area.

Vaughn asked about the requirement for hair nets for food service employees. George replied it is not mandatory, however some establishments require their employees to wear. Discussed and reviewed.

George informed the board on a recent situation involving the Southwest Cass County Landfill. Each board member was given a map with the area noted by a red square. He stated that in 2005, the board of health determined this area to be a no new well area due to groundwater contamination. The board policy regarding this area was also distributed. George informed the board, a resident that resides in the area (see blue square on map) would like to drill a 2nd well that would only be used during power outages and have a hand pump installed. This was discussed and reviewed. George stated the request was denied. He reviewed the policy stating there are exceptions to wells for new construction, however this is not new construction. He informed the board that the home owners may be at the next board meeting to discuss. Vaughn asked if the area had any new testing done and was informed no. At the time there was high methane in the area and the owners were part of a well testing program which did not show that, however at that time there was no well program and information was sketchy. The board agreed that nothing be changed at this time. The owner can appeal if they chose, however if testing is conducted and containments are found they may lose their only water source. Discussed and reviewed.

George informed the board that Hartford has awarded the construction permit for the PFAS area to hook up the homes to municipal water and this should begin shortly.

Health Promotions: Still working on the Annual Report, will have available next month. Report will be available in hardcopy plus a link will also be available.

Working with Danielle on the Workforce Development project.

Jennifer gave a brief report on Avian Influenza stating this is still around, mostly in the middle of the state. None detected in our area. Information has been sent to 4H groups, farms and to individuals with backyard flocks. She stated that backyard flocks can consist up to 200,000 birds. Jennifer stated that last year, 4H suspended showing birds at the fair due to this illness. She stated the health department will continue to push out information to those that are directly affected. Need to prepare for the summer season. Discussed and reviewed.

Other Business: Linderman asked about the possibility of incorporating some type of benefit program where employees can donate their PTO to another employee that could use additional time due to an ongoing illness. Danielle reported we have looked into this and have reached out to legal. Stating there are many things to think about before implementation such as taxes, payroll issues and was not comfortable about implementing at this time. Linderman had samples from South Haven Schools that they use and will share with Danielle. Danielle stated that she believed Tina has raised enough funds to get this particular employee's benefits paid through June. This gives her time to look at everything again and bring to the board at that time.

Public Comment: Peat discussed the availability of funds from the state for the tri-county area for Workforce Development. Funding was available for companies in this area however believes the health department should apply for. Would be another funding opportunity.

Peat informed everyone the Van Buren County has hired their Finance Officer. Comes highly recommended from Allegan County and has over 35 years of experience in local government.

Motion by Hanson, 2nd by Jones to adjourn. All voting yes, motion carried. The next regular District Board of Health meeting is scheduled Wednesday, May 10th at 3pm in the Conference Room, lower level of the Van Buren/Cass District Health Department, 302 So Front Street, Dowagiac MI 49047.

Don Hanson Tina Gray
Maye Henry Randall Peat
[Signature]
[Signature]
Board of Health Members