

Van Buren/Cass District Board of Health

**Minutes
7/12/2023**

Vice-Chairperson Jones called meeting to order at 3 pm at Community Center, 302 So Front Street, Dowagiac MI 49047 Roll call taken. Board members present were: Jeremiah Jones, Mary Howie, Vicki Vaughn, Don Hanson, Tina Leary and Robert Linderman.

Board Members Absence: Randall Peat

Employees Present: Danielle Persky, Nancy Desai, George Friday, Julie Beeching and Tina Cox in person and Dr. Larry Wile remotely.

Others: Roger Boyer

Corrections to June minutes. Actual expenditures are \$401,059.13. Difference of \$479.74. Difference due to: Health Insurance premiums and employee's portion, Utilities, Telecommunications, 2023 "Dirt on Weed" Campaign, Equipment Maintenance, Software Services, Fair Booth Rental and Payroll. Information on the Dirt on Weed Campaign was reviewed. Motioned by Howie, 2nd by Hanson to accept the minutes as amended. All voting yes, motion carried.

Cash Flow Report. AGENCY: Miscellaneous Revenue was reviewed with Nancy explaining this included reimbursement from MMRMA for a grant on the Dowagiac keycard system; She also mentioned the NACCHO payment was the last one for the grant, however another grant has been applied for. NURSING: Discussed the last payment from Workforce Development funds for the COVID contact tracing and testing. ENVIRONMENTAL HEALTH: Discussed FOIA copies. DENTAL: Discussed Cass County's Veterans Service contract and the problem they encountered. Nancy stated they are in middle of resolving the issue. She stated once everything resolved will be able to provide a report that indicates how much was spent and what we received. Jones commented on this as well, stating mistakes were made, believes money into this program for the next fiscal year will improve.

Expenditures Report: Items highlighted were: Jennifer's mileage was reviewed with Danielle stating she had paid for her travel prior to attending the annual Emergency Preparedness seminar in Georgia and was getting reimbursed. This is covered by Emergency Management grant funds. Danielle explained the Grant Funding return to State of Michigan is for unexpended funds for Immunization Action Plan. She explained how it happened and now the state is requesting repayment. Had to make an adjustment because money was placed in 1 pot instead of split amongst all codes, feel confident moving forward so this doesn't happen again. Met with the Nursing Director to identify where this money should go in the future. Legal fees to Warner Norcross & Judd explained. Lawrence Building rent was discussed and reviewed with Danielle stating she and Nance are in the process of looking into this for both buildings with all parties involved. Have already met with Cass County Administrator and their Finance person; plan to meet with Kevin Anderson on the Dowagiac building next month and have also met with John Faul, Van Buren County Administrator and his Finance person.

Linderman questioned Nancy on how the General Funds are dispersed and what bank is used. Nancy stated the agency uses Huntington Bank in Dowagiac and Paw Paw. Nancy stated funds are dispersed in both savings and checking. A majority goes into savings and checking is a washed account used primarily for payroll, etc. Linderman asked if Nancy had consider investing this money in which Nancy stated once she gets more settled she plans to look at Michigan Class Investments that is available for all municipalities as well as Hunington's "sweep account". Will also have to look at the grant stipulations regarding investing of funds to be in accordance to their guidelines. Discussed and reviewed.

Linderman asked Nancy how the agency was looking and she stated there are issues. Will need to review last 5 years. Working with other accounting associate on restructuring chart of accounts. As a result, believes we will have reports that are clearer to understand. Hope to have this done by next fiscal year. Additional internal controls are needed. Need to have more than 1 individual doing accounts payables. Plan to ask the auditors to look at our internal controls in the future. Discussed and reviewed. She explained in more detail why the \$51,000+ was returned to the state, explaining funds were not recorded properly. Howie asked if there was any possibility of that a full audit would need

to be completed and would we be subjected to penalties and/or fines which Nancy stated we are actually going through an audit with the state for COVID funds now. She stated that during our financial audit it was noted that material weaknesses were found which is not helpful when looking for grant money. Corrective Action Plans are being implemented. You want a clean audit and Nancy stated she can not guarantee one will happen during our next audit due to the issues being found now. Nancy stated she is working with Aaron of Manor Costerisan on these issues. Will look into bidding out the audit when their contract expires. Discussed and reviewed. Motion by Vaughn, 2nd by Linderman to approve the expenditures as presented. All voting yes, motion carried.

Administrator/Health Officer's Report: Each board member received a copy of the 2022 Annual Report. This will also be given to both county Administrators and Finance Directors. Both counties have requested a presentation at one of their commission meetings. Plan to get on calendar in near future. She stated she has had positive conversation with both county administrators. Looking forward on how we can develop and improve the relationship moving forward. One of the things they are asking, is to work on a plan to increase communications. Danielle plans to provide a monthly detailed report which will be shared with the Board of Health first then go to the County Administrators to share.

Danielle informed the board the Cycle 8 State Accreditation is taking place this year, happens every 3 years. A site visit from the state is scheduled for September 25th. Material for accreditation due end of July. She explained this is a technical assisted accreditation instead of the normal grading. Still have to go through the process. Discussed and reviewed.

Danielle informed the board that Dr. McGee, Dowagiac Dentist, will be leaving mid-September. She is willing to help us with the hiring process to find another dentist. Danielle stated this leaves Dowagiac with 1 PT Dentist and Lawrence has 2 FT Dentists. Looking at various options to fill this void.

Danielle stated she plans on moving forward with what was discussed at June's closed meeting. If further discussion is needed would have to break into another closed session. Linderman stated he would like to go into a closed session at the end of this meeting.

Nursing Activities Report for June for Van Buren. COMMUNICABLE DISEASE: There were 14 Animal bites, all non-rabid. There was 1 Campylobacteriosis, 2 Giardiasis, 2 Acute Hepatitis C, 1 Chronic Hepatitis C, 1 Histoplasmosis, 55 Confirmed Influenza Virus ILI, 10 Lyme Disease, 1 Salmonellosis, 1 Shigellosis, 1 Invasive Streptococcus Pneumonia, 1 Yersiniosis and 7 COVID-19. IMMUNIZATIONS: Lawrence; 30 vaccines given (4 COVID vaccines and 26 others) to 15 individuals. CSHCS: 1 Nursing Plan of Care was given, 10 clients were assisted with enrollment, 12 clients were assisted with renewal. There were 3 annual assessments. 44 clients received Care Coordination of Services. 0 Diagnostics were issued. 397 Active clients. STD/HIV: There were 3 Court orders. There were 17 total clinic visits, 17 for tests and/or treatment. There were 9 STD/HIV partner notification interviews. There were 4 Gonorrhea, 15 Chlamydia and 1 Syphilis reported by private clinics. There was 1 HIV/AIDS reported by the Health Department. There were 11 HIV/AIDS for counseling/testing, 11 for posttest counseling and 0 Positive HIV partner notifications. There were 0 for group education. Presentations and Events: STD/HIV program held a HIV Awareness Testing Day.

Nursing Activities Report for June for Cass. COMMUNICABLE DISEASE: There were 7 Animal bites, all non-rabid. There was 1 Campylobacteriosis, 1 Cryptosporidiosis, 1 Acute Hepatitis C, 18 for Confirmed Influenza Virus ILI, 3 Lyme Disease, 1 Aseptic Meningitis, 1 Invasive Streptococcus Pneumonia and 16 COVID. IMMUNIZATIONS: Dowagiac; 6 vaccines given (2 COVID vaccine and 4 others) to 3 individuals. CSHCS: 6 Nursing Plans of Care was given, 1 client was assisted with enrollment, 4 clients was assisted with renewal. There were 3 annual assessments. 11 clients received Care Coordination of Services. 0 Diagnostics were issued. 172 active clients. STD/HIV: There were 0 Court orders, 18 total clinic visits, 18 for tests and/or treatment. There were 10 STD/HIV partner notification interviews. There were 6 Gonorrhea and 12 Chlamydia and 1 HIV/AIDS reported by private clinics. There was 1 Gonorrhea, 1 Chlamydia and 1 Syphilis reported by the Health Department. There were 15 for HIV/AIDS counseling and testing and 15 for posttest counseling and 0 Positive HIV partner notifications. There were 22 for HIV/AIDS education. Presentations and Event: HIV presentation given at Woodlands and a HIV Awareness Testing Day was held.

Nursing Report: Statistics were discussed and reviewed with Julie stating Vision and Hearing staff are busy screening children for the Project Nomad. This is a migrant program and they are currently in Covert. Their summer schedule is posted at all offices indicating where staff will be. Julie reported that for immunizations all of our initial site visits for

our VFC program have been completed at all provider offices for both counties. She explained how VFC site visits are handled and what it entails. She informed the board that staff are busy planning to go into various schools; Mattawan, Hartford and Paw Paw schools in Van Buren County and Heritage, Edwardsburg and Cassopolis schools in Cass County. Also planning to provide immunization services outreach.

Julie informed the board that the Holy Family Pediatric practice has closed their practice and as a result sending out MCIR letters to parents/guardians and letting them know we are here to help immunize their children if needed. Have received some responses. Also working with HIS Place in Hartford on holding a clinic where backpacks and haircuts will also be provided along with immunizations.

Julie stated Lyme Disease is on the rise. Information was distributed to the board, she highlighted the map that they were given stating those counties in red is where Lyme has been reported. Black legged ticks are tested for Lyme. Had 10 confirmed cases in June which is higher than normal. Many of these individuals are very sick with the disease. Have reached out to our regional epidemiologist that reports most cases involve children. Julie stated also busy with other communicable disease this time of year, such as Salmonella, Shigella but the biggest increase is Lyme Disease.

Julie informed the board that STD/HIV staff went to Woodlands, provided vaccines and HIV testing to individuals. Are also going to the Cass county jail at the end of the month to provide STD/HIV testing and vaccines; working with Van Buren County jail on date/time. Also discussed how medical services are now being handled within the jails. Jails used to contract with the health department for these services and now use a private party. Julie stated communicable diseases still need to be reported to the health department regardless of who provides the service. Discussed and reviewed.

Vaughn reported on a web site (airnow.gov) that one could check to see about the air quality in their area, great resource. Haven't seen anything on our website. Danielle stated Jennifer has sent press releases on air quality to area schools and board members. Jones stated that Cass County's Emergency person is good about sending information out whenever there is an issue that should be shared, such as the air quality. Discussed and reviewed.

Medical Director's Report: Dr. Wile stated our new web site should make it easier to find air quality alerts.

Dr. Wile stated he attended his first Tri-County Agency on Aging meeting. Nice to see how we can support each other and look at areas we can work together. Looking forward to working with them.

Dr. Wile commended our Wellness Team and the activities they have been working on; just about completed their assigned strategic planning activities, applying for another NACCHO grant; applied for a working grant with U of M Public Health students on their senior project to see what they can do to help us. Also looking at their IT students. Committee is also working on future ideas on community wellness and health promotions. He also mentioned how nursing has had to reach out to the CDC and MDHHS for their help involving clients with special needs. The TB National Conference was looking into one of these cases. He explained why Lyme Disease is on the increase and how tick bites can be prevented.

Dr. Wile informed the board about a practice in Edwardsburg closing and an independent practitioner has bought the building. Need to look at how we can work together to support public health.

Dental: Danielle informed the board that Dr. Chipman's leave is ending soon and she will return to the Lawrence facility. Both offices have treatment services scheduled out to January 2024 and Hygiene scheduled out to July 2024. Danielle reported that Emily, Dental Outreach Coordinator, busy using the mobile trailer, been to several area migrant camps. Have also been to 5 hearing/vision clinics in Berrien County where many children had a dental screening. Danielle also informed the board that the KOHA (Kindergarten Oral Health Assessment) program may come to an end. Waiting to hear about additional funding. Discussed and reviewed.

Environmental Health Report: Statistics were discussed and reviewed with George stating staff are busy. George stated completed tick dragging; not a lot of black legged ticks found; those that were found were sent to Lansing for testing. George informed the board that one non-human EEE case was verified in Barry County; only found 1 mosquito that carries this virus in our county. However, with recent rain, this number may increase.

George informed the board beach testing has been done; twice in June and twice in July. George stated that Ottawa County had a positive test which they contributed to dredging however South Haven has been dredging and has remained clean.

George stated Dan DeWitt, KL Landfill Group was supposed to be at this meeting but with the absence of Peat has rescheduled for the August meeting to discuss their proposed amendments to the Environmental Health code. George stated no decision has to be made at this meeting. Can simply let them give their presentation and we can review and let them know at a later date what the board decides.

George stated that come November/December need to look at our fee schedule. For example, our food service fees are currently at \$425 with the exception of schools; schools are charged only \$100. Also need to look at the possibility of establishing a corrective action plan fee as a financial incentive to get restaurants to clean/fix what is needed. Currently restaurants are given 10 days to fix any issues and believes some type of financial incentive will get it done. Also need to look at Children camps, stating a couple of these camps serve over 2100 meals/day as part of their license; don't have a food license. George stated most counties are food licensing these camps. Stated this is a concern. Need to look into this. Discussed and reviewed.

George stated the state sanitary code; both house bills now in Michigan House and Senate. George stated the majority of health departments are opposed to the part of these bills that wants to mandate septic system inspections every 5 years. Would be funded with a 1-time appropriation fee which he believes would not cover the cost expected. Believes if these bills pass would need 3 or 4 additional employees. George stated he and other EH Directors oppose this change. Believes it is not only not necessary, there is no money to follow it. Currently banks require an inspection at time of sale. Discussed and reviewed.

George discussed Type II wells are wells that serve 25 people or more 60 or more days per year. He explained the general rule for a migrant camp is if you are licensed to serve 25 or more people for 60 days you are a type II. He informed the board of a migrant camp inspector that disagrees, saying it should be a Type III well and wanted a particular migrant camp changed which George informed him it can't be done. George stated a hearing with the Classification Committee will take place in 2 weeks to discuss this issue. This was discussed and reviewed.

Health Promotions: Danielle informed the board that Health Promotions staff are preparing to attend both Van Buren County and Cass County Fairs. Staff will have information available to distribute. She also informed the board about 2 Health Promotion staff members attending a NACCHO Conference in Colorado where they will be giving a presentation.

Danielle stated staff have been working on updating our website; should be available by the end of the week. The new website should be easier to follow.

Public Comment: None

Other Business: Motion by Linderman to break into closed session to discuss personnel issues. 2nd by Vaughn. All voting yes, motion carried.

Motion by Hanson, 2nd by Howie to return to regular session. All voting yes, motion carried.

Motion by Vaughn, 2nd by Hanson to adjourn. All voting yes, motion carried. The next regular District Board of Health meeting is scheduled Wednesday, August 9th at 3pm at Van Buren ISD Conference Center, 490 So Paw Paw Street, Lawrence MI 49064

Randall Peat _____
Donald Hanson _____
Luca Spary _____
Robert [unclear] _____

Board of Health Members