



# MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

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KIMBERLY SINGH, M.A.  
*Health Officer*

ROBERT GRAHAM, DO, MPH, FAAFP  
*Medical Director*

## BOARD OF HEALTH REGULAR MEETING

at

Mid-Michigan District Health Department  
Montcalm County Administrative Offices  
Stanton, Michigan

July 28, 2010  
10:00 a.m.

## MINUTES



Members Present: Carl Paepke, Chairperson; Tom Lindeman; Jack A. Enderle; Paul E. McNamara; and Roland Merignac

Members Absent: Patricia K. Gillis, Vice Chairperson

Staff Present: Kimberly Singh, Health Officer; Bruce Du Hamel, Deputy Health Officer; Robert Graham, DO, MPH, FAAFP, Medical Director; Melissa Bowerman, Deputy Director of Administrative Services; Andrea Tabor, Director of Community Health and Education; Bob Gouin, Director of Environmental Health Services; Cindy Partlo, Board Secretary

Staff Excused: None

Guests: None

C. Paepke, Chairperson called the regular meeting of the Mid-Michigan District Board of Health to order at 10:04 a.m., on Wednesday, July 28, 2010, at the Montcalm County Administrative Offices of the Mid-Michigan District Health Department, Stanton, Michigan.

Pledge of Allegiance was lead by C. Paepke.

## I. AGENDA NOTES, REVIEW, AND REVISIONS:

**Motion made by P. McNamara and seconded by T. Lindeman to approve the Agenda as presented. Motion carried.**

*Your Public Health Experts;  
Connecting with the Community and Exceeding Expectations.*

II. CONSENT ITEMS:

A. Meeting Minutes

1. Michigan Association for Local Public Health (MALPH) Board of Director's Meeting held June 14, 2010
2. Mid-Michigan District Board of Health Regular Meeting held June 23, 2010

**Motion made by P. McNamara and seconded by T. Lindeman to accept and place on file meeting minutes II. A. 1 and 2. Motion carried.**

B. Communications – None.

III. PUBLIC COMMENTS: None.

IV. BRANCH OFFICE EMPLOYEES: None.

V. COMMITTEE REPORTS:

A. Finance Committee – J. Enderle, Chair

1. Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Report for June 2010

J. Enderle indicated that the financial position of the health department continues to be good. K. Singh shared three principle reasons why the agency continues to be in good financial condition for this fiscal year: 1) unanticipated funding for H1N1 influenza-some staff costs were re-directed; 2) support from the Capital Area Community Services (CACS) in the form of a contract and funding to provide dental services through the Community-Based Dental Clinic in St. Johns; 3) Health Reimbursement Account (HRA) provided costs savings year-to-date in overall insurance costs.

J. Enderle requested K. Singh to provide an update regarding the St. Johns Community-Based Dental Clinic. K. Singh stated she would like to continue to explore adding two additional operatories to increase capacity, using community matching funds to leverage Federal Medicaid expansion funding. M. Bowerman added that appointments at the clinic are booked through September.

Additionally K. Singh would like to explore a partnership with Michigan Community Dental Clinics, Inc. (MCDC) to also assume management of the clinic. P. McNamara requested that the Board of Health prepare a letter

thanking the St. Johns dentist that donated equipment to the Community-Based Dental Clinic in St. Johns and suggested a press release to use as a promotional opportunity.

T. Lindeman requested information on a quarterly basis regarding the operational success of the Montcalm Area Community Dental Clinic; i.e., and if they are satisfying the clients' needs. K. Singh added that she plans to prepare a report to the community regarding the Montcalm Area Community Dental Clinic, publicly acknowledging those who donated funding for the project and highlighting clients served.

**Motion made by J. Enderle to approve and place the Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Report on file for June 2010. Motion seconded by T. Lindeman. Motion carried.**

2. Mid-Michigan District Health Department's Expenses for June 19 through July 16, 2010

**Motion made by J. Enderle to pay the Mid-Michigan District Health Department's Expenses for June 19 through July 16, 2010, totaling \$385,465.77. Motion seconded by P. McNamara. Motion carried.**

3. State Budget Update

J. Enderle noted there was minimal discussion in the Finance Committee Meeting regarding the State Budget and added there was nothing further to report.

B. Personnel Committee – T. Lindeman, Chair

1. Schedule August meeting regarding WIC Peer Counselor positions.

K. Singh will poll committee members via email with proposed dates.

C. Program Committee – R. Merignac, Chair – No Report.

D. Mid-Central Coordinating Committee – J. Enderle, Vice Chairperson

K. Singh noted that a September meeting would be scheduled.

*Medical Director's Report provided after the Health Officer's Report due to an outbreak investigation.*

VII. HEALTH OFFICER'S REPORT: Kimberly Singh, M.A.

K. Singh briefly reviewed the Health Officer's written report.

A. Strategic Planning Accomplishments/Next Steps

K. Singh provided an update regarding the agency's Strategic Planning process and reviewed accomplishments to date. Next steps are: 1) Employee Internal Survey to be conducted at division meetings utilizing a new format based on the Baldrige Survey; 2) Board members are invited to attend the District-wide In-service scheduled for September 24, 2010 at the Gratiot-Isabella RESD. The agenda will include a speaker covering the topic of improving employee morale; 3) a new Vision Action Team (VAT) will be chartered in October; and 4) a new planning process incorporating quality improvement principles will be implemented.

B. Update on Robert Wood Johnson Foundation (RWJF) Connect Project

K. Singh provided an update regarding her participation in the RWJF Connect Project noting that it was a very positive experience. She stated that the focus of the project was Michigan's successful Local Public Health Accreditation program as well as the National Voluntary Public Health Accreditation Program (to be launched in June 2011). While in Washington, Kim met with representatives from Senator Levin's and Stabenow's offices and Representative Dingell's and Camp's offices. She indicated that the project's "ask" was that our representatives write a letter to Michigan's Health Officers encouraging them to participate in the QI component and consider national voluntary accreditation. All legislators were invited to attend Michigan's Premier Public Health Conference to be held in Bay City this year. K. Singh thanked the Board for the opportunity to attend.

C. Multi-State Learning Collaborative-3 (MLC) Quality Improvement (QI) Grant Update

K. Singh provided an update regarding the MLC-3 QI Grant stating that the project goal is to improve customer satisfaction when contacting the health department via the telephone system. Internal focus groups will be held in early August with Public Health Representatives that answer the telephone to get their perspective and discuss the distribution of a checklist for gathering data from customers regarding the phone system. The QI team continues to meet frequently.

D. Quarterly Division Updates

1. Administrative Services – B. Du Hamel/M. Bowerman

M. Bowerman and B. Du Hamel provided an overview of the activities of the Administrative Services Division over the past quarter.

2. Community Health and Education – A. Tabor

A. Tabor provided an overview of the activities of the Community Health and Education Division over the past quarter.

3. Environmental Health Services – B. Gouin

B. Gouin provided an overview of the activities of the Environmental Health Division over the past quarter. B. Gouin also reported that a few complaints were received in May regarding the new smoke-free law; however, the district has not received any complaints in June or July.

There was brief discussion regarding a tenant/owner relationship concerning a Montcalm County restaurant septic issue. K. Singh indicated that current protocol was reviewed and staff does not believe a change was necessary.

E. Michigan's Premier Public Health Conference, October 27-28, 2010

K. Singh encouraged Board members to register for the upcoming conference to be held in Bay City this year.

**Motion made by P. McNamara and seconded by T. Lindeman to approve the Health Officer's report and place it on file. Motion carried.**

VI. MEDICAL DIRECTOR'S REPORT: Robert Graham, DO, MPH, FAAFP

A. Pediatric Residents Program

Dr. Graham reported that he was contacted by Carson City Hospital regarding our agency's participation in a pediatric residency program through Michigan State University and Sparrow Hospital. Dr. Graham explained that he would work with the residents to educate them regarding public health. He noted that he is waiting to receive an agreement from Carson City Hospital which he would bring to the Board for review at a future meeting. The program is projected to begin in November 2010.

B. Whooping Cough (Pertussis) Incidence Increasing

Dr. Graham reported that the incidence of Pertussis within the district is increasing with an outbreak report received almost every week. The resurgence of Pertussis may be associated with a decrease in an individual's immunity from natural disease. He indicated that the State of Michigan now requires a booster vaccine for children entering middle school this school year.

**Motion made by J. Enderle and seconded by T. Lindeman to accept the Medical Director's Report and place on file. Motion carried.**

VIII. OLD BUSINESS: None.

IX. NEW BUSINESS:

A. Emerging Issues – None.

X. LEGISLATIVE ACTION:

A. New Cottage Food Law (House Bills 5280, 5837, 5843)

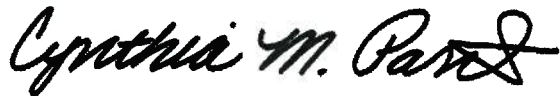
K. Singh provided the Board with a memorandum, a legislative summary, and a list of Frequently Asked Questions regarding the new Cottage Food Law. B. Gouin noted that the agency's website contains information regarding the new law, including the Frequently Asked Questions. He briefly explained the law was designed to promote local small businesses. Additionally, he reported that the health department has received a few general questions from individuals who may be affected by this law.

B. New Sanitarian Licensure

K. Singh mentioned that legislation requiring licensure of Michigan sanitarians is under consideration by the Michigan House and Senate. B. Gouin provided an overview of the proposed legislation. B. Du Hamel also added that currently, there are no mandated requirements to assure that properly educated individuals are conducting inspections and providing services within a "scope of practice". Health department staff will continue to monitor the progress of this bill.

There being no further business to come before the Board, the meeting adjourned at 11:40 p.m.

Respectfully Submitted,



Cynthia M. Partlo

For

Carl Paepke, Chairperson

Mid-Michigan District Board of Health