



BOARD OF HEALTH

Notice of Meeting

Meeting will be held at:
10:00 a.m. Friday, December 20, 2024
Wexford County Health Department
521 Cobb St., Cadillac, MI 49601

AGENDA

- A. Call to Order** (*Richard Schmidt, Chair*)
- B. Roll Call**
- C. Review and Approval of the Agenda**
- D. Review and Approval of the Board of Health Meeting Minutes – November 22, 2024** 1
- E. Public Comment**
- F. Committee Reports**
 - 1. Executive Committee (*Richard Schmidt*)
 - 2. Finance Committee (*Bryan Kolk*)
 - a. Finance Report
 - b. Approve Accounts Payable and Payroll (*Action Item*)
 - 3. Personnel Committee (*Bob Baldwin*)
 - 4. Legislative Committee (*Nick Krieger*)
- G. Board of Health Presentation**
 - Legislative Discussion
- H. Administration Reports**
 - 1. Medical Director (*Dr. Jennifer Morse, MD*)
 - 2. Deputy Health Officer (*Sarah Oleniczak*) 8
 - 3. Health Officer (*Kevin Hughes*) 11
- I. Other Business**
- J. Next Board of Health Meeting**
 - January 31, 2025 at 10:00 a.m.
- K. Adjournment**

Public Comment Rules

1. At each Board of Health regular meeting that is open to the public, there shall be a public comment period. It shall be held at the beginning of the meeting following approval of the meeting agenda and previous meeting minutes.
2. Any individual desiring to make a public comment shall be requested to first state their name and address for the record.
3. Any individual will not be allowed to speak more than once during the public comment period.
4. Any individual may not transfer, reserve, delegate, or yield any public comment time to other individuals.
5. All public comments shall be directed to and through the Chairperson of the Board of Health. Individuals shall not directly address any other member of the public, other Board of Health members, or staff.

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Meeting will be held at:
10:00 a.m. Friday, November 22, 2024
Wexford County Health Department
521 Cobb St., Cadillac, MI 49601

AGENDA

A. Call to Order (*Richard Schmidt, Chair*)

B. Roll Call

Members Present: Phil Lewis, Robert Baldwin, Kristine Raymond, Richard Schmidt, Jeff Dontz, Ron Bacon, Nick Krieger, Tom O’Neil, Roger Ouwinga, Bryan Kolk, Jim Maike, Paul Erickson, Julie Theobald, Gary Taylor

Members Absent: Shawn Kraycs, James Sweet, Dawn Fuller, Star Hughston

Members Excused: Robert Walker

Staff Present: Dr. Jennifer Morse, Christine Lopez, Kevin Hughes, Sarah Oleniczak, Max Bjorkman, and Gary Hesselink

C. Review and Approval of the Agenda

Motion by Jim Maike to approve the Agenda and seconded by Ray Steinke. All in favor, Motion Carried.

D. Review and Approval of the Board of Health Meeting Minutes – October 25, 2024

Motion by Ron Bacon and seconded by Ray Steinke to approve the meeting minutes from October 25, 2024. All in favor, Motion Carried.

E. Public Comment

None.

F. Committee Reports

1. Executive Committee

Health Officer eval was discussed and the committee compiled a final evaluation report which was reviewed with Kevin. A copy of the evaluation is on file in HR. Discussion on 2025 Salary adjustment for the Health Officer with recommendation made to take to the full Board. Kevin shared an update on transition plan for both the Health Officer and Deputy Health Officer positions. Unsure if there will be any internal candidates for these positions. Planning that in October 2025 will look at posting for another Deputy Health Officer with the intention that this individual would transition to the Health Officer position in 2-3 years. Kevin reviewed Public Health Code requirements for the Health Officer position. Discussion on Board Member attendance expectations as stated in the Board Bylaws. Proposed 2025 Board of Health Meeting dates shared.

Motion by Bryan Kolk and seconded by Ray Steinke to adjust the Health Officer salary for 2025 to \$140,000.

Roll Call

Phil Lewis	Yes	Ray Steinke	Yes
Robert Baldwin	Yes	Roger Ouwinga	Yes
Kristine Raymond	Yes	Bryan Kolk	Yes
Richard Schmidt	Yes	Jim Maike	Yes
Jeff Dontz	Yes	Paul Erickson	Yes
Ron Bacon	Yes	Julie Theobald	Yes
Nick Krieger	Yes	Gary Taylor	Yes
Tom O’Neil	Yes		

Motion Carried.

Motion by Jim Maike and seconded by Nick Krieger to approve the proposed 2025 Board of Health Meeting dates as presented. All in favor, Motion Carried.

2. Finance Committee

a. Finance Report

Christine has no October financial statement and has been closing out the books for 2024 and getting it ready to be sent to the auditors.

b. Approve Accounts Payable and Payroll (*Action Item*)

Motion by Nick Krieger and seconded by Ray Steinke to pay the bills in the amount of \$2,494,065.88.

Roll Call

Phil Lewis	Yes	Ray Steinke	Yes
Robert Baldwin	Yes	Roger Ouwinga	Yes
Kristine Raymond	Yes	Bryan Kolk	Yes
Richard Schmidt	Yes	Jim Maike	Yes
Jeff Dontz	Yes	Paul Erickson	Yes
Ron Bacon	Yes	Julie Theobald	Yes
Nick Krieger	Yes		
Tom O’Neil	Yes		

Motion Carried.

c. Retirement System Annual Report Status (*Action Item*)

Christine gave an overview of the report and how the form changed and what was different.

Motion by Jim Maike and seconded by Ron Bacon for the Chair and Health Officer to sign the Retirement System Annual Report. All in favor, Motion Carried.

d. Environmental Health Fees (*Action Item*)

Max discussed the proposed fee changes to Body Art facilities and Food Safety services included in the Board Packet. DHD#10 has never charged for these despite providing the services and incurring expenses.

Motion by Bryan Kolk and seconded by Ray Steinke to approve the proposed fees.

Roll Call

Phil Lewis	Yes	Ray Steinke	Yes
Robert Baldwin	Yes	Roger Ouwinga	Yes
Kristine Raymond	Yes	Bryan Kolk	Yes
Richard Schmidt	Yes	Jim Maike	Yes
Jeff Dontz	Yes	Paul Erickson	Yes
Ron Bacon	Yes	Julie Theobald	Yes
Nick Krieger	Yes		
Tom O'Neil	Yes		

Motion Carried.

3. Personnel Committee (Bob Baldwin) –

Kevin shared an update on the proposed exempt vs non-exempt overtime rules and that it has been struck down nationwide and will remain how it was previously. The new Paid Sick Time ruling will go into effect in February 2025 unless the Legislature makes changes.

Employee Handbook changes – List of wording changes included in the board packet. Discussion on having a complete copy of the Handbook to review along with the changes in the future. A copy of the Handbook will be emailed to all members following the meeting.

Motion by Jim Maike and seconded by Ron Bacon to approve the continued use of the Handbook and Personnel Policies for 2025. All in favor, Motion Carried.

Kevin shared a request that had been made by an employee to include coverage under the DHD#10 health insurance for their unmarried partner. Currently, DHD#10 policy is that only married spouses are covered by agency health insurance. Kevin indicated that he had discussed this with Bob Baldwin before the meeting and because of timing, Bob supported bringing it up

at the meeting. BCN has indicated that there would be no additional cost for this coverage. The consensus of the Board was that this goes back to the Personnel Committee for further discussion.

Motion by Nick Krieger and seconded by Ron Bacon to send this matter back to the Personnel Committee. All in favor, *Motion Carried.*

4. Legislative Committee

Legislators have been invited to attend the December Board of Health meeting, currently 3 have indicated that they plan to attend. Statewide Sanitary Code bill is still out there, a stakeholder meeting was held yesterday to garner support for this issue, MALPH is not supportive of this effort currently. MAC is against this as well.

G. Board of Health Presentation

- **Kalkaska County Rental Property Project – Gary Hesslink RS, Environmental Health Supervisor**

Information shared on regulations that Blue Lake and Clearwater Townships in Kalkaska, are putting on rental properties. Gary informed the board that they had just passed an ordinance that they license all short-term rentals. DHD#10 involvement would be similar to the current POS program in that county. This is a Township driven initiative. Request from the Board to provide a heads-up on such projects that may cover members' districts.

H. Administration Reports

1. Medical Director

Dr. Morse reviewed her report provided in the Board packet on lead poisoning. Last October there were new laws passed on testing children for lead. No funding targeted for these changes and numerous issues around mitigating lead in the environment. There is no safe amount of lead in the body. Dr. Morse recommendations, if you have a child, talk to healthcare professionals to get tested, learn how to protect yourself and your family against lead poisoning and support efforts for lead testing.

Motion by Jim Maike and seconded by Ray Steinke to accept Dr. Morse's recommendations. All in favor, *Motion Carried.*

2. Deputy Health Officer

Sarah gave updates on the Public Health WINS survey – the agency surpassed the minimum number of survey responses to receive a customized agency report that will be shared with staff and the Board. The survey ends at the end of the year and a final report will be distributed in spring of 2025. Updates regarding the Northern Michigan Community Health Innovation Region updates were provided. Reviewed Strategic Plan – 4th Quarter report and shared that we will be trimming strategies for 2025.

3. Health Officer

Kevin shared that a Triple EEE positive horse was identified in Newaygo County along with a positive Osprey in Bitely. Update on the Cadillac Industrial Park PFAS Townhall meeting, and information on an upcoming EGLE meeting regarding the old Wash King Laundry site in Baldwin. Kevin reported that DHD#10 will be reviewing their Continuity of Operations Plan following a meeting with Grand Traverse County and their recent cyber-attack. Finally,

connection to a municipal sewer system is now an allowable reimbursed expense for the Septic Loan Replacement Program.

I. Other Business

Max shared an incident that had occurred that impacted one of the Sanitarians and there will be upcoming changes to policy to ensure it doesn't happen again in the future.

J. Next Board of Health Meeting

- December 20, 2024 at 10:00 a.m.

K. Adjournment

Motion by Jim Maike and seconded by Nick Krieger to adjourn the meeting at 11:47 a.m. All in favor, Motion Carried.

DHD # 10 - YEARS OF SERVICE AWARDS -

2024

F.3.a.

5 YEARS	10 YEARS	15 YEARS	20 YEARS	25 YEARS	30 YEARS	35 YEARS	40 YEARS
<i>Robert Crane</i>	<i>Jamie Alvesteffer</i>	<i>Bonnie Mellema</i>		<i>Dawn Fisher</i>	<i>Jackie Sullivan</i>		<i>Sarah Oleniczak</i>
<i>Christy Rivette</i>		<i>Brad Smith</i>			<i>Tina Wiegand</i>		
<i>Kaitlyn Haner</i>		<i>Char Ryder</i>			<i>Kim Rendon</i>		45 YEARS
<i>Michael Foss</i>					<i>Kevin Hughes</i>		<i>Steven Marks</i>
<i>Renae Sutton</i>					<i>Katy Bies</i>		
<i>Ashley Bewell</i>							
<i>Jesse Burke</i>							
<i>Kami Scusa</i>							
<i>Maryellen Bonacci</i>							

<i>Carley Piotrowski</i>							
<i>Britney Wright</i>							
<i>Rebecca Reed- Kolenda</i>							

Report to the Boards of Health

Jennifer Morse, MD, MPH, FAAFP, Medical Director

Mid-Michigan District Health Department, Wednesday, December 18, 2024
 Central Michigan District Health Department, Wednesday, December 18, 2024
 District Health Department 10, Friday, December 20, 2024



Listeria

Listeria monocytogenes are bacteria found in moist environments like soil, water, and decaying vegetation. It is a very hardy germ and can grow under refrigeration and other food preservation measures. *Listeria* can be difficult to fully remove if it gets into a food processing facility. *Listeria* can survive on surfaces despite aggressive cleaning and sanitizing, and then if food comes in contact with surfaces contaminated with *Listeria*, the bacteria can grow rapidly on the food. *Listeria* is easily killed by heating food to a high enough temperature.



There are some foods more likely to be contaminated with *Listeria*. These include:

- Raw (unpasteurized) milk and products made from it, including cheese, yogurt, and ice cream.
- Cheese. Even cheese made from pasteurized milk can get contaminated with *Listeria* during the cheese-making process. Soft cheeses are more likely to be contaminated with *Listeria* because of their high moisture, low salt content, and low acidity.
- Refrigerated pâté, meat spreads, and cold-smoked fish. “Shelf-stable” options are safer as they are heat-treated to kill any germs.
- Some produce, particularly sprouts, mushrooms, and melons. Sprouts and mushrooms need warm and humid conditions to grow which are ideal conditions for the growth of *Listeria* and other harmful germs. Melons have low acidity and can be kept in the refrigerator for a long time, both conditions that support the growth of *Listeria*.
- Products sold at deli counters, especially those sliced or prepared at the deli, such as sliced meat, cheese, and salads. Any *Listeria* contamination at the deli can spread easily among deli equipment, surfaces, hands, and food.
- Cold cuts, hot dogs, and fermented or dry sausages. Although cooking, fermenting, or drying kills germs, these meats can become contaminated later by touching surfaces in the production facility that are contaminated with *Listeria*. Reheating before eating at home will kill any germs that may be on these meats.

Listeriosis is the illness caused by *Listeria*. It is rare but can be very serious. It is most common in pregnant people, particularly those in their third trimester, their newborns, adults aged 65 or older, and people with weakened immune systems. It is rare for people in other groups to get seriously ill with listeriosis. Listeriosis can start a few hours or as long as two to three days after eating contaminated food. There are a range of symptoms for listeriosis and depending on the severity of the illness, it may last from days to several weeks. Mild symptoms may include a fever, muscle aches, nausea, vomiting, and diarrhea. If the more severe form of listeriosis develops, symptoms may include headache, stiff neck, confusion, loss of balance, and convulsions.

Listeria infection can result in death. It is the third leading cause of death from a foodborne illness in the United States, after *Salmonella* and *Toxoplasma gondii*. On average roughly 1,600 people contract listeriosis each year, and approximately 260 die from the illness. Of the 9 worst foodborne illness outbreaks known in US history, 3 have been due to *Listeria*.

1. In 1985, a *Listeria* outbreak occurred in California linked to Mexican-style soft cheeses from Jalisco Products, Inc., sickening 142 people, 93 of which were pregnant women and their newborns. There were 48 deaths total: 20 stillbirths/miscarriages, 10 newborns, and 18 nonpregnant adults. This prompted the FDA to enforce stricter pasteurization standards for soft cheeses.
2. In 2011, an outbreak of *Listeria* traced to cantaloupes from Jensen Farms in Colorado led to 146 cases spanning 28 states. There were 33 deaths and one miscarriage. Jensen Farms recalled over 300,000 cantaloupes and *Listeria monocytogenes* was found in their packing facility. An assessment by the FDA and Colorado State identified many factors that were likely to contribute the contamination. Following the outbreak, many growers adopted stricter sanitation standards, and it highlighted the need for improved traceability in produce distribution.
3. This year, a *Listeria* outbreak linked to Boar's Head deli meats caused illness in 61 people from 19 states. All but one person needed hospitalization and 10 died. Over 7 million pounds deli meat was recalled. The facility involved had [record of numerous counts of major noncompliances over the prior two years with lack of corrective action](#).

Other recalls and outbreaks can be found at <https://www.foodsafety.gov/recalls-and-outbreaks>.

Listeriosis can be prevented by following the steps below:

- Wash hands for 20 seconds with soap and water before preparing and handling food.
- Keep your refrigerator sanitary. Clean up any spills or food left sitting on the shelves or walls of your refrigerator.
- Clean and sanitize any surfaces, such as tabletops, that food may touch.
- Consider using paper towels to clean kitchen surfaces. If you use cloth towels, wash them often in the hot cycle of a washing machine.
- Never drink unpasteurized ("raw") milk or eat cheeses, ice cream, or yogurt made with unpasteurized milk.
- Keep milk and milk products refrigerated at 40°F (4.4°C) or colder.
- The FoodKeeper App <https://www.foodsafety.gov/keep-food-safe/foodkeeper-app> can help you understand safe food and beverage storage. To prevent listeriosis:
 - Deli meat (store-sliced): use or freeze within 3-5 days.
 - Lunch/deli meat (factory-sealed): store unopened packages in the refrigerator for no longer than 2 weeks and use or freeze within 3-5 days after opened.
 - Store unopened hot dogs: store in the refrigerator for no longer than 2 weeks and use or freeze within 1 week after opened.
 - Melons: wash melons before cutting them. Eat cut melon immediately or refrigerate it. Store cut melon in refrigerator for no longer than one week. Any cut melon left out for more than 2 hours (1 hour if it's hotter than 90°F, such as a picnic or hot car) should not be eaten.

Additional recommendations for individuals at higher risk, including pregnant patients, older adults, and people with weakened immunity include:

- Use caution when eating soft cheese even if made with pasteurized milk, such as queso fresco, queso blanco, panela (queso panela), brie, Camembert, blue-veined, or feta.
- Do not eat raw or lightly cooked sprouts of any kind (including alfalfa, clover, radish, and mung bean sprouts). Cook sprouts thoroughly. Rinsing sprouts will not remove bacteria.

- Use caution when eating raw or lightly cooked mushrooms.
- Avoid eating hot dogs, lunch meats, cold cuts, other deli meats, or fermented or dry sausages, unless they are heated to an internal temperature of 165°F (74°C) or until steaming hot just before serving.
- Do not eat *refrigerated* pâté, meat spreads, or smoked seafood from a deli or meat counter or from the refrigerated section of a store. Foods that do not need refrigeration, like canned or shelf-stable products, are safe to eat. Refrigerate these foods after opening.
- It is especially important to not consume unpasteurized milk and milk products, including soft cheese, ice cream, and yogurt.

General food safety recommendations can be found at www.FoodSafety.gov.

Recommendations:

1. Be aware of *Listeria* as a foodborne illness risk especially if you are at higher risk, such as being pregnant, are an older adult, or have a weakened immune system.
2. Follow the [4 steps to food safety, clean, separate, cook and chill](#), as well as the steps above to help prevent listeriosis.
3. Consider signing up to get alerted of food and other recalls at <https://www.recalls.gov/>.

Sources

- USDA Listeria Questions and Answers. <https://www.fsis.usda.gov/food-safety/foodborne-illness-and-disease/illnesses-and-pathogens/listeria>
- FDA. Listeria (Listeriosis). <https://www.fda.gov/food/foodborne-pathogens/listeria-listeriosis>
- Linnan, Michael J., et al. "Epidemic listeriosis associated with Mexican-style cheese." *New England Journal of Medicine* 319.13 (1988): 823-828.
- Letter to Under Secretary Esteban and Administrator Kiecker from members of US Congress and Senate regarding Boar's Head *Listeria* outbreak, September 30, 2024
<https://www.cspinet.org/sites/default/files/2024-09/Letter%20to%20USDA%20on%20Recent%20Listeria%20Outbreak.pdf>

**Board of Health
Health Officer Report
December 20, 2024**

1. **Epi Team Update:** Information on current case counts, vaccination efforts, outbreaks and other CD related issues will be shared at the meeting.
2. **PFAS Update:** Site specific updates will be shared at the Board meeting based upon recent and ongoing developments.
3. **Enforcement Actions:** Updates on recent enforcement actions taken by DHD#10 will be shared at the meeting.
4. **Proposed 2025 Health Officer Goals:** Included in the Board packet is a copy of my proposed 2025 goals for your review.
5. **Michigan Municipal Risk Management Authority Advisory Committee:** MMRMA is proposing to convene a new Advisory Committee, Health Authority Advisory Committee focusing on Community Health and Medical Care Facilities. They are currently seeking members for this new committee, and I have submitted my name.
6. **Manistee Stakeholder Meeting:** This meeting will be rescheduled for January, 2025.

Respectfully submitted:

**Kevin Hughes, MA
Health Officer**

Proposed 2025 Health Officer Goals

1. Facilitate a meeting with each County Prosecutor in the jurisdiction to share Public Health information
2. Complete County stakeholder meetings including Township Administrators and Zoning officials to create and share work processes
3. Assure that DHD#10 is prepared to respond to and address emerging Public Health issues and threats
4. Create succession plan/process for Deputy Health Officer and Health Officer positions
5. Monitor and address Workforce Development processes impacting DHD#10.



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www.dhd10.org



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