

**Michigan Local Public Health Accreditation Commission Meeting Minutes
March 17, 2005
MPHI Interactive Learning Center**

ATTENDEES

COMMISSION: Elgar Brown, Ellen Clement, Kathy Fedder, Michael Mortimore, Doug Paterson; *via teleconference*: Harvey Wallace

OTHERS: Jim Butler, Greg Cline, Tom Crook, Konrad Edwards, Melody Parker, Debra Tews

APOLOGIES

Jean Chabut, Loretta Davis-Satterla, Tom Kalkofen, Michael Massanari, Anne Rosewarne, Cynthia Taueg

Meeting convened at 9:05 AM, chaired by Mike Mortimore.

OPENING REMARKS

The agenda was unanimously approved (Paterson motion, Clement support).

Wallace will explore MAC options for another Commission representative to replace Duke Anderson.

Clement requested that minutes capture MPHI Executive Board approval of new Operating Procedures. Parker & Butler explained that the procedure was completed by fax ballot among the MPHI Executive Board prior to the Commission meeting.

PRESENTATION OF ON-SITE REVIEWS AND CORRECTIVE PLAN OF ACTION STATUS

Reminder: local health departments will retain official cycle one accreditation status during cycle two until the Michigan Departments of Community Health, Agriculture, and Environmental Quality effect a subsequent decision pursuant to recommendations by the Accreditation Commission.

With completion and delivery of On-Site Review Reports still pending, no local health departments were presented to the Commission. The departments whose physical on-site reviews were completed in March will be presented at the June meeting.

The following local health departments were noted as "Pending Implementation," meaning that the departments have completed Corrective Plan of Action submission and are now in implementation phase.

**Northwest Community Health Agency
Luce-Mackinac-Alger-Schoolcraft District Health Department
Shiawassee County Health Department
District Health Department #10
Western Upper Peninsula District Health Department
Kent County Health Department
Berrien County Health Department
Dickinson-Iron District Health Department
Allegan County Health Department**

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ACCREDITATION STATUS RECOMMENDATIONS

MPHI presented the following local health departments to the commission for recommendation:

**St. Clair County Health Department
Bay County Health Department
District Health Department #2
Barry-Eaton District Health Department**

The agencies were unanimously recommended for Accreditation with Commendation (Paterson motion, Clement support).

UPDATE ON ACCREDITATION QUALITY IMPROVEMENT

BOILERPLATE:

Mary Kushion presented the Workgroup's final report on behalf of the Chair, Gretchen Tenbusch, who could not attend.

Kushion outlined the Workgroup's process parameters and goals as found on pages 3-4 of the report, then began the discussion based on each of the 14 recommendations as found in Section VII.

Clement questioned the validity of Consent Agreements with specific timelines for completion, as her experience with CA's had been to maintain services over time. It was explained that contract compliance CA's produced from local health departments receiving Not Accredited status would adhere to specific timelines.

Specific points for changes in the report's recommendations were:

- Recommendation 10: Language to clarify that grants specified be limited to those only able to be pursued by local health departments (Clement)
- Recommendation 12: Wording needs to be clarified to better communicate State agency and local health department responsibilities (Paterson)
- Recommendation 13: Add language that health officer should receive original communications regarding all aspects of Accreditation with other parties copied (Clement)
- Recommendation 14: Add language that State agency has final approval of change in schedule (Paterson)

The report was unanimously accepted (Clement motion, Brown supported) with the above changes and will be forwarded to the MALPH listserv where its members will have fourteen days to comment. If no conceptual changes are necessary after that time, the Commission will not need to vote on the report's acceptance again.

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Kushion updated the Commission on the progress of the reviewer evaluation survey as created by Jon Houserman (Mid-Michigan District Health Department) and Tom Crook (MDA). The questions have been reviewed and modified by reviewers and reviewer managers and the creation of the process for data collection is nearly complete. No vote was necessary.

ACCREDITATION COMMISSION MEMBER TERM REVIEW

Butler presented scenarios for first introducing member replacement procedures to the Commission membership and then maintaining the 3 year terms with staggered replacement through 2012. Mortimore suggested that by 2007 the procedure would be in place and the new members could enter in one single month versus multiple months to ease the load on staff of providing training to the incoming members. Butler agreed and new members beginning in 2007 will be introduced at the January organizational meeting. The procedures were unanimously approved with the above changes (Clement motion, Brown support).

Meeting adjourned at 10:40 AM (Paterson motion).

The next meeting of the Commission is scheduled for June 17, 2005 from 9:00 AM-12:00 PM at the Interactive Learning Center on the MPHI campus.

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