



BOARD OF HEALTH

Meeting Minutes

February 26, 2016

Materials distributed at the meeting: Amended budget; Personal Health Report (narrative;) Healthy Families of Northern Michigan – handout slides; Health Promotion Report; Annual Report and Data Supplement; Plan of Organization – outline.

- I. **Call to Order:** Chair Ray Steinke called the meeting to order at 10:00 a.m.
- II. **Roll Call – Members Present:** Art Adleman, Patty Cox, John Fuscone, Ken Hilliard, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Shelley Pinkelman, Denny Powers, Susan Rogers, Richard Schmidt, Ray Steinke, Wally Taranko, Gary Taylor
Alternates Present: Star Hughston, Steven Hull, Chris Ortwein
Members Excused: Charles Lange, Jim Maike, Hubert Zuiderveen
Members Absent: Colleen Carrington-Atkins, Charles Vayda
Staff Present: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Shelli Smith, Anne Young
Guests: Holly Davis, Missaukee County COA; Natalie Davis, MC-COA; Melvin Mosher, MC-COA Board; Shannon Scarbrough, MC-COA; Jean Swaffer, Lake City
- III. **Approval of the Agenda:** Motion by Susan Rogers, seconded by Chris Ortwein to approve the agenda. *Motion carried.*
- IV. **Board Member Recognition:** Chair Ray Steinke awarded outgoing Board members, Susan Rogers and Barb Stenger, certificates of appreciation for their years of service to public health and the agency. Susan Rogers thanked the members, and said the Board was wonderful.
- V. **Approval of the Meeting Minutes:** Correction requested: name of second on motion to approve Medical Director's recommendations to be Richard Schmidt. Motion by Phil Lewis, seconded by Art Adleman, to approve minutes of the January 29, 2016, meeting as corrected. *Motion carried.*
- VI. **Public Comment:** Representatives and supporters of the Missaukee County Council on Aging, requested consideration of objections to amendments to the Intergovernmental Agreement between the County and DHD#10. The history and rationale of the agreement was discussed. All guests were afforded an opportunity to speak to the Board. Kevin Hughes said the agency attorney reviewed the agreement and recommended approval. Chair Steinke directed further discussion be held until the matter came up later in the agenda.
- VII. **Committee Reports**
 - A. **Executive Committee:** No report. Kevin Hughes asked the members to stay for a brief meeting following the Board meeting.
 - B. **Finance Committee:** Susan Rogers, committee chair, said the committee did not meet and turned the report over to Christine Lopez. Lopez reviewed the financial report included in the meeting materials for the month ended January 2016. According to the report, month end cash balance was \$3.2 million. January revenues totaled \$1.7 million, with \$1.4 million in expenses.
 1. *Accounts Payable and Payroll – Action Item.* Motion by Susan Rogers, seconded by Shelley Pinkelman, to approve Accounts Payable and Payroll total of \$1,078,884.12.

Roll Call vote:

Art Adleman	Yes	Steven Hull	Yes	Denny Powers	Yes
Patty Cox	Yes	Steve Johnson	Yes	Susan Rogers	Yes
Craig Crambell	Yes	Evelyn Kolbe	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Ken Hilliard	Yes	Chris Ortwein	Yes	Wally Taranko	Yes
Star Hughston	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes

Motion Carried.

Lopez distributed the proposed FY16 Amended Budget with summary memo. The amended budget is out of balance. Additional expenditures added to the budget include monthly MERS payments and the approve MyInsight software purchase. Other revenue and expense adjustments in the amended budget reflect additional grant funding received.

2. *Approve Amended Budget – Action Item.* Motion by Susan Rogers, seconded by Evelyn Kolbe to approve the FY16 Amended Budget as proposed.

Roll Call vote:

Art Adleman	Yes	Steven Hull	Yes	Denny Powers	Yes
Patty Cox	Yes	Steve Johnson	Yes	Susan Rogers	Yes
Craig Crambell	Yes	Evelyn Kolbe	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Ken Hilliard	Yes	Chris Ortwein	Yes	Wally Taranko	Yes
Star Hughston	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes

Motion Carried.

- C. **Personnel Committee:** Chair Shelley Pinkelman reported the committee did not meet. Kevin Hughes reviewed the Human Resource report distributed with the meeting materials. He reported that he and the HR Assistant attended a meeting with MERS representatives regarding retirement fund recalculations. He said progress on developing a strategy to reduce the agency's retirement fund liability was continuing. Hughes said a Committee meeting would be scheduled in May to discuss MERS liability and a revised performance evaluation tool for the Health Officer.
- D. **Legislative Committee:** Evelyn Kolbe noted the event flyer for the MALPH "Day at the Capitol" included in the board packet. Hughes reported appointments were scheduled with all the legislators representing DHD#10 counties for the legislative advocacy day.

VIII. **Program Presentation**

Anne Young provided an overview of Healthy Families Northern Michigan – an evidenced-based home visiting program for at risk families.

IX. **Program Reports**

- A. Environmental Health: Monthly report and activities submitted with meeting materials. No questions.
- B. Personal Health: Monthly activities tables submitted with meeting materials. Narrative report distributed at the meeting. Anne Young reported that staff was engaged in preparing for June accreditation review. She said flu cases were picking up in the State, and 13 pediatric deaths attributed to flu were reported by other health districts.
- C. WIC: Written report submitted with meeting materials. Anne Bianchi said declining caseloads were a continuing challenge. Statewide, caseloads dropped 5%, while DHD#10 experienced a 7.5% decline. She said she and other WIC directors were working with the State to look at options and make system changes. She said maintaining the caseload was important as WIC was a feeder program for other maternal child services in the agency.

- D. Health Promotion: Written report distributed at the meeting. Shelli Smith said she appreciated the welcome she received to the agency. She spent time learning about the division programs. She reported over 100 local residents attended the adolescent health clinic opening in Shelby earlier in the week.

Administrative Reports

- A. Medical Director: Report submitted with meeting materials. Dr. Jennifer Morse provided an overview of research and facts related to lead and lead poisoning. Her recommendations to the Board were:

- (1) Call your local health department if you have any questions regarding lead or lead testing.
- (2) Be sure 12- and 24-months old children are at least assessed for risk of lead poisoning using a targeted screening questionnaire; and preferably receive universal blood lead level testing.

3. *Approve Medical Director recommendations.* Motion to approve the recommendations by Shelley Pinkelman, seconded by Richard Schmidt. Motion carried by acclamation.

In response to a question, Dr. Morse explained that improved diet and nutrition can reduce blood lead absorption.

Dr. Morse included in her report an overview and history of the Zika Virus. She noted there is no commercial test for the virus. The role of local health departments in dealing with the spread of the virus is to coordinate testing of persons who traveled to affected areas and are experience symptoms.

- B. Deputy Health Officer: Sarah Oleniczak distributed copies of the 2015 Annual Report and county datasheets. She said she and Kevin Hughes would bring copies of the report to distribute when they meet with all of the County Boards of Commissioners in the next few weeks.

- C. Health Officer: Report submitted with meeting materials. Kevin Hughes reported the 2016 Behavior Risk Factor Survey was complete and results were provided to the agency. The collected data will serve as a foundation for the next Community Health Needs Assessment.

Hughes said part of the documentation required for State accreditation was a Plan of Organization. He distributed a summary of the Plan content, and requested Board approval.

4. *Approve 2016 Plan of Organization.* Motion by Chris Ortwein to approve the 2016 Plan of Organization as presented, second by Evelyn Kolbe. Motion passed by unanimous acclamation.

Members next discussed proposed amendments to the Intergovernmental Agreement with Missaukee County, and entertained additional comments from the Council on Aging representatives.

5. *Approve Missaukee County Intergovernmental Agreement.* Motion by Shelley Pinkelman, seconded by John Fuscone to approve agreement amendments.

Roll Call vote:

Art Adleman	Yes	Steven Hull	Yes	Denny Powers	No
Patty Cox	Yes	Steve Johnson	No	Susan Rogers	Yes
Craig Crambell	No	Evelyn Kolbe	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Ken Hilliard	Yes	Chris Ortwein	No	Wally Taranko	Yes
Star Hughston	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes

Motion Carried.

X. Other Business

Kevin Hughes said he and other Health Officers were working with MALPH to address a letter to the Governor regarding local health department concerns with how the Flint water crisis was handled by the State.

XI. Next Meeting

March 18, 2016, at 10:00 a.m. in the Wexford County office board room. Members were reminded the meeting was moved up a week due to the Good Friday holiday.

XII. Adjournment

Chair Ray Steinke adjourned the meeting at 11:14 a.m.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date