



BOARD OF HEALTH

Meeting Minutes

November 21, 2014

I. Board Chair, Shelley Pinkelman, called the regular meeting to order at 10:00 a.m.

A. **Members Present:** Art Adleman, Sandy Clarke, Patty Cox, Craig Crambell, John Fuscone, Ken Hilliard, Jim Krolczyk, Joe Lenius, Phil Lewis, Stan Nieboer, Chris Ortwein, Denny Powers, Susan Rogers, Ray Steinke, Gary Taylor, Larry VanSickle, Hubert Zuiderveen

Members Excused: Bill Carpenter, Colleen Carrington, Evelyn Kolbe

Members Absent: [None]

Others Present: Anne Bianchi, Jane Drake, Becky Gaines, Kevin Hughes, Christine Lopez, Sara Oleniczak, Tom Reichard, Linda VanGills, Joan Wise, Anne Young

B. **Approval of the Agenda:** Motion by Ray Steinke, seconded by Susan Rogers, to approve the agenda as presented. Motion carried.

II. **Approval of the Meeting Minutes:** Motion by Larry VanSickle, seconded by Art Adleman, to approve the BOH meeting minutes of October 31, 2014. Motion carried.

III. **Public Comment:** No public comment.

IV. **Committee Reports:**

A. *Executive Committee Report:* Chair Pinkelman reminded the members Linda VanGills, Health Officer, would be retiring in June 2015. The Executive Committee was interested in obtaining consensus from the full Board on whether to seek internal candidates for the Health Officer position, conduct an external search, or both. The consensus of the Board was to post the job internally, and pursue an external search only if necessary. In response to a request, Chair Pinkelman committed to contacting the Michigan Association of Counties to clarify Board fiduciary responsibilities and due diligence in candidate search and selection.

B. *Finance Committee Report:* Susan Rogers, Committee Chair, noted the committee did not meet, and turned the report over to Christine Lopez, Administrative Services Director.

1. The financial status report ending October 31, 2014, was distributed at the start of the meeting.

a. Lopez noted the year-end report through September 2014 was still in the process of closing.

b. Highlights:

i. Cash Balance: \$2.6 million – an increase over prior month balance of \$2.35 million.

ii. Fund balance: \$4.6 million.

iii. First quarterly payment for Medicaid cost settlement received.

iv. Accrual of State funding ahead of target for first month of fiscal year.

v. Total revenue for October at \$1.9 million.

2. The cash flow analysis and aging receivables were reviewed.
 - a. Total for accounts receivable at \$1.6 million, with 83% current, and 5% more than 91 days aged.
 - b. Cash Flow analysis completed November 20 showing Total Cash and Investments of \$1.3 million.
3. *Accounts Payable – Action Item.*

Motion by Susan Rogers, seconded by Hubert Zuiderveen, to approve Accounts Payable and Payroll totaling \$1,039,916.92

Roll Call vote:

Art Adleman	Yes	Stan Nieboer	Yes
Sandy Clarke	Yes	Chris Ortwein	Yes
Patty Cox	Yes	Shelley Pinkelman	Yes
Craig Crambell	Yes	Denny Powers	Yes
John Fuscone	Yes	Susan Rogers	Yes
Ken Hilliard	Yes	Ray Steinke	Yes
Jim Krolczyk	Yes	Gary Taylor	Yes
Joe Lenius	Yes	Larry VanSickle	Yes
Phil Lewis	Yes	Hubert Zuiderveen	Yes

Motion carried

4. *2015 Fee Adjustments.* Proposed fee schedules for EH and clinical services presented at October BOH meeting, and included in meeting packets.

Motion by Susan Rogers, seconded by Art Adleman, to approve 2015 fee schedule as presented.

Roll Call vote:

Art Adleman	Yes	Stan Nieboer	Yes
Sandy Clarke	Yes	Chris Ortwein	Yes
Patty Cox	Yes	Shelley Pinkelman	Yes
Craig Crambell	Yes	Denny Powers	Yes
John Fuscone	Yes	Susan Rogers	Yes
Ken Hilliard	Yes	Ray Steinke	Yes
Jim Krolczyk	Yes	Gary Taylor	Yes
Joe Lenius	Yes	Larry VanSickle	Yes
Phil Lewis	Yes	Hubert Zuiderveen	Yes

Motion carried

- C. *Personnel Committee Report:* Evelyn Kolbe, Committee Chair, was absent. Chair Pinkelman invited Becky Gaines, Human Resource Director, to make the report. The Personnel Committee met November 3; minutes of the meeting were included in the Board packet.

1. MERS Annual Actuarial Valuation Report. The Committee received the valuation report as of December 13, 2013 from the MERS regional manager. The report findings showed the 2013 actuarial valuation for the Defined Benefit plan at 67% funded, and the Hybrid plan at 130% funded. The MERS representative noted the

strategies taken – such as adoption of the Hybrid plan, and additional employer contributions – are considered to be fiscally responsible.

2. Personnel Policies. Gaines explained that as a result of a compliance audit, revisions to Personnel Policies were proposed and reviewed by the Committee. The proposed policy changes were included in the packet, and would be listed as an action item at the December BOH meeting. Hubert Zuiderveen said the Personnel Committee was recommending approval of the policies as presented.
3. Salary Adjustment. Pay range schedule with proposed 2% salary adjustment to take effect the first pay period in January was presented at the October BOH meeting, included in the present meeting packet and shown on the agenda as an action item. Linda VanGills, Health Officer, noted the salary adjustment increase was incorporated in the 2015 budget.

Motion by Susan Rogers, seconded by John Fuscone, to approve proposed salary adjustment.

Roll Call vote:

Art Adleman	Yes	Stan Nieboer	Yes
Sandy Clarke	Yes	Chris Ortwein	Yes
Patty Cox	Yes	Shelley Pinkelman	Yes
Craig Crambell	Yes	Denny Powers	Yes
John Fuscone	Yes	Susan Rogers	Yes
Ken Hilliard	Yes	Ray Steinke	Yes
Jim Krolczyk	Yes	Gary Taylor	Yes
Joe Lenius	Yes	Larry VanSickle	Yes
Phil Lewis	Yes	Hubert Zuiderveen	Yes

Motion carried

- D. *Director Report*. Human Resource Department report was included in the meeting packet. No questions from the Board.
- E. *Legislative Committee Report*: Linda Van Gills reported that per direction given at the October BOH meeting, a letter from the Board in support of administrative rules changes requiring immunization waivers be signed at local health departments, had been submitted to the Director of MDCH. The DHD#10 Board was the only board to submit a letter of support. Included in the packet (pg. 29) was a letter from the Nurse Administrators forum of MALPH, also in support of the rules changes.
- F. *Bylaws Committee Report*. Committee met November 7. Meeting minutes included in BOH packet (pg. 17.) Linda VanGills said a Bylaws review had not been conducted since the departments were consolidated. It was the recommendation of the Committee that a legal review of the Bylaws be conducted. VanGills also said the Committee discussed broadening the role of the Committee to include reviewing policies concerning broader or higher level issues impacting the BOH or the agency as a whole. The Committee approved redefining the role and changing the name to Bylaws/Policy Committee. This change will be formalized by the BOH once the department receives the legal review of the bylaws.

G. *Other*: Chair Pinkelman reminded members to submit completed Health Officer evaluation forms. VanGills reported that legislators representing Counties included in DHD#10 would be invited to the December BOH meeting to provide a legislative update.

V. **Program Presentation**: Maternal Child Health – Anne Young. Review of data and rankings related to risk factors impacting maternal, infant and child health; benefits of early intervention; and economic return on investments in health. Young also highlighted existing and future grants supporting MCH initiatives.

VI. **Program/Staff Reports**

A. Environmental Health: Monthly activity table and quarterly quality assurance report included in Board packet. Tom Reichard noted a staff retirement and a resignation resulted in a backlog of services in some areas. Once new staff are in place, the backlog will shrink.

B. Personal Health: Joan Wise highlighted in her report the PBB Clinics held in Newaygo County by Emory University staff. PH staff assisted the researchers in conducting assessments on 17 individuals. A fact sheet explaining the history of the PBB contamination was included in the packet. She also reported that all ten counties scheduled special flu clinics for uninsured individuals. Wise also discussed the pending administrative rules changes requiring immunization waivers to be signed at local health offices. She noted that Grand Traverse County was experiencing a serious outbreak of pertussis. The school where the outbreak started had a high rate of immunization waivers. She said the administrative rule changes would ensure that individuals would receive appropriate education about the value of immunizations before signing a waiver.

C. WIC: Written report of grants, outreach, and WIC caseload performance included in meeting packet. Anne Bianchi also reported she submitted final comments on a proposed Medicaid policy concerning the coordination of breast pump benefits. The policy change was intended to prevent duplication of benefits, and would impact division procedures.

D. Health Promotion: Sarah Oleniczak distributed written report at the meeting. Report included updates on grant applications. During October, staff assisted MDCH in recruiting participants and conducting a cancer focus group in Cadillac. Twenty-four people participated in the focus group, and MDCH staff were pleased with the turnout and results. Oleniczak also highlighted a press release from MDCH announcing funding awards to local health departments – including DHD#10 – to combat chronic disease and promote healthy lifestyles. Funding received was already applied to support enhancements to a trail system in Lake County. Sandy Clarke commended the group on their work in obtaining the grant and supporting the trail project.

E. Deputy Health Officer: Kevin Hughes distributed written report at the meeting. DHD#10 was notified that a team was selected to conduct the review of documents submitted for national accreditation. The District facilitated and provided information to the Crawford County Health Improvement Coalition Planning meeting led by the local hospital. Data from the last six months on both CHIP and Strategic Plans were in the process of being summarized for posting to the agency website. The group that led the strategic planning effort would be re-convened sometime in January 2015 to review accomplishments and develop plan amendments.

F. Medical Director: Dr. Graham was on vacation and not available to attend the meeting. A letter from MDCH outlining acceptable communications concerning screening and monitoring of individuals returning from West Africa was included in the meeting packet.

G. Health Officer: Linda VanGills noted that Medical Director coverage had been arranged in Dr. Graham's absence. She also reported: (1) The State developed a tier system of hospitals for responding to a local outbreak of Ebola. All hospitals in DHD#10 were assigned to Tier 4 – which would require implementing procedures to isolate and transfer Ebola patients to designated treatment hospitals. No hospitals in the DHD#10 counties would be designated as treatment centers. (2) Meetings with staff in all 10 counties were completed. Staff in most of the meetings raised concerns with building or space issues and most of these were being addressed. (3) Dr. Greg Heintschel, DDS, was selected as the Executive Director of the Michigan Community Dental Clinic by the Board of Directors. (4) Health department regionalization and consolidation is a burgeoning topic at the State level. An MDCH official provided a map of proposed local health departments to the MALPH Board of Directors. Under this configuration, DHD#10 would increase to 11 counties with the addition of Benzie County. The State is interested in forming a workgroup to evaluate proposed consolidations and facilitate necessary rules and legislative changes. VanGills has expressed interest in serving on the workgroup.

VII. **Other Business:** None

VIII. **Next Meeting:** December 19, 2014, at 10:00 a.m.

IX. **Adjournment:** Motion by Ray Steinke, seconded by Ken Hilliard, to adjourn meeting at 11:20 a.m.

Motion carried.

Shelley Pinkelman, Chair

Stan Nieboer, Secretary