



BOARD OF HEALTH

Meeting Minutes

January 30, 2015

- I. Health Officer, Linda VanGills, called the organizational and regular meeting to order at 10:00 a.m. Members present were invited to introduce themselves.
- II. **Members Present:** Art Adleman, Patty Cox, Craig Crambell, John Fuscone, Ken Hilliard, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Chris Ortwein, Shelley Pinkelman, Denny Powers, Susan Rogers, Richard Schmidt, Ray Steinke, Barb Stenger, Wally Taranko, Gary Taylor, Hubert Zuiderveen
Members Excused: Colleen Carrington-Atkins
Alternate Present: John Brunn
Others Present: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Katie Maloney, Sarah Oleniczak, Tom Reichard
- III. **Approval of the Agenda:** Motion by Ray Steinke, seconded by Susan Rogers, to approve the agenda. *Motion carried.*
- IV. **Election of Chair:** VanGills summarized the Bylaws governing officer elections and committee appointments. Floor opened to nominations for Chair. Motion by Evelyn Kolbe, seconded by Susan Rogers, to nominate Ray Steinke as Chair. Motion by Hubert Zuiderveen, seconded by Art Adleman, to close nominations and elect nominee by unanimous acclamation. *Motion carried.*
- V. **Election of Vice-Chair and Secretary:** Motion by Art Adleman, seconded by Gary Taylor to nominate Evelyn Kolbe as Vice-Chair. Motion by Hubert Zuiderveen, seconded by Susan Rogers, to close nominations and elect nominee by unanimous acclamation. *Motion carried.*
Motion by Evelyn Kolbe, seconded by Richard Schmidt, to nominate Ken Hilliard as Secretary. Motion by Hubert Zuiderveen, seconded by Susan Rogers, to close nominations and elect nominee by unanimous acclamation. *Motion carried.*
- VI. **Approval of the Meeting Minutes:** Chair Steinke requested a motion to approve minutes of the December 19, 2014 meeting. Motion made by Art Adleman, seconded by Evelyn Kolbe. *Motion carried.*
- VII. **Appointments – Standing Committees:** VanGills explained the Bylaws require ten members each for the Personnel and Finance Committees, and two members from one county could not serve on the same committee. Members were invited to confer to determine county representation on each committee. Committee memberships established as follows:

Personnel Committee

Art Adleman
Colleen Carrington-Atkins
Patty Cox
Evelyn Kolbe
Charles Lange
Chris Ortwein
Shelley Pinkelman
Richard Schmidt
Gary Taylor
Hubert Zuiderveen

Finance Committee

Craig Crambell
John Fuscone
Ken Hilliard
Steve Johnson
Phil Lewis
Denny Powers
Susan Rogers
Ray Steinke
Barb Stenger
Wally Taranko

- VIII. **Call Committee Conferences:** Chair Steinke directed Personnel and Finance Committee members to go into conference to select Chair and Vice-Chair for each committee.
- IX. **Reconvene:** Chair Steinke reconvened meeting and accepted reports of committee officer elections, and appointed members to other standing committees as follows:
- A. Finance Committee: Susan Rogers, Chair; Phil Lewis, Vice-Chair
 - B. Personnel Committee: Chris Ortwein, Chair; Shelley Pinkelman, Vice-Chair
 - C. Executive Committee: (as defined in Bylaws) Ray Steinke, Evelyn Kolbe, Ken Hilliard, Susan Rogers, Chris Ortwein, and Shelley Pinkelman (ex-officio)
 - D. Bylaws Committee: Shelley Pinkelman, Patty Cox, Ken Hilliard, Ray Steinke, and Chris Ortwein
 - E. Legislative Committee: Evelyn Kolbe, Chair
 - F. MALPH Board: Linda VanGills, representative; Shelley Pinkelman, alternate
- X. **Public Comment:** Sarah Oleniczak introduced her guest – Katie Maloney, GVSU Masters in Public Health student intern. Oleniczak explained that Maloney would be working in the Mason County office through March on a project to reduce unintended pregnancies.
- XI. **Executive Committee:** VanGills noted the Executive Committee did not meet. A meeting would be scheduled prior to February BOH meeting. Included in the meeting materials was the job posting for the Health Officer position as approved by the Board at the December meeting.
- XII. **Finance Report:** The Finance Committee did not meet. Christine Lopez, Administrative Services Director, presented the report. The meeting materials included the November and December financial statements. Highlights from December statement:
- Balance sheet: \$2.8 million cash; \$6.5 million total assets.
 - State funding: \$5.5 million budgeted; \$2.0 million received through December; 65% remaining.
 - Other grants: \$3.2 million budgeted for FY; \$767 thousand received; 75.7% remaining.
 - Billing revenue: billings to Medicare, Medicaid, and private insurance for services; \$5.0 million budgeted; \$1.3 million billed; 73.37% remaining.
 - Environmental Health Revenue: fees for services; seasonally-based, so larger percentage (86.90%) remaining.
 - Appropriations: \$1.7 million in county appropriations budgeted. Space appropriations budgeted at \$1.3 million.
 - Other revenue: received larger than expected dividend payment of \$67 thousand on liability insurance.
 - Expenditures: \$4.6 million total through December. FY budgeted total: \$17.9 million. VanGills explained the agency is on an October Fiscal Year cycle. The February Finance Committee meeting would include a review of an amended budget.
 - Aged Receivable Report: the percent of receivables 90 days or older declined between November and December from 2.16% to 1.57%. This was attributed to progress from the State in moving to regular quarterly payments of the Medicaid cost settlement and catching up on past payments.
 - Cash: as of January 22 - \$2.7 million; cash projected to stay above \$2 million through June.
1. *Accounts Payable – Action Item:* Motion by Susan Rogers, seconded by Chris Ortwein, to approve Accounts Payable and Payroll totaling \$1,851,253.40.

Roll Call vote:

Art Adleman	Yes	Steve Johnson	Yes
John Brunn	Yes	Evelyn Kolbe	Yes
Patty Cox	Yes	Charles Lange	Yes
Craig Crambell	Yes	Phil Lewis	Yes
John Fuscone	Yes	Christ Ortwein	Yes
Ken Hilliard	Yes	Shelley Pinkelman	Yes

Denny Powers	Yes	Barb Stenger	Yes
Susan Rogers	Yes	Wally Taranko	Yes
Richard Schmidt	Yes	Gary Taylor	Yes
Ray Steinke	Yes	Hubert Zuiderveen	Yes

- XIII. **Personnel Report:** Becky Gaines, Human Resources Director, was off. Kevin Hughes, Deputy Health Officer, presented the written report prepared by Gaines. Position openings included 12 new postings and three prior postings. VanGills noted that number of openings was not typical and was due to recent retirements of five staff, and opening of two new Adolescent Health Centers.

Agency staff will complete various online trainings throughout the year. Staff currently scheduled to complete training in blood borne pathogens. In accordance with agency Workforce Development Plan, Employers Association of Grand Rapids to present leadership development program for supervisors and managers in February. Annual All Staff meeting scheduled for October 2 at Crystal Mountain conference center. Board members are encouraged to attend the All Staff meeting.

- XIV. **Legislative Committee Report:** Legislative Committee did not meet. VanGills explained contact information for congressional and state legislators was included in meeting materials. She encouraged members to connect with listed legislators. Also included in meeting materials were documents concerning Governor Snyder's proposal to combine Michigan Department of Community Health and Department of Human Services. VanGills explained the move by State officials to consolidate the departments is largely driven by a view that it could result in better control of Medicaid costs. She said the move would be complicated by the fact that health department offices have county employees, and DHS offices are staffed with State employees.

Evelyn Kolbe noted an important activity of the Legislative Committee was to make visits to State legislators and officials. VanGills explained the State public advocacy group, Michigan Association for Local Public Health (MALPH,) coordinates a "Capitol Day" each year for local Boards of Health.

Shelley Pinkelman reported Dana Gill, legislative liaison for Michigan Association of Counties, was interested in attending a BOH meeting to discuss current legislative and policy issues.

- XV. **Program Presentation:** Each member at the meeting received a folder of orientation materials. VanGills explained the organization of the folders, and summarized the materials included. She said an overview of the organization and operation of DHD #10 would be presented at the February BOH meeting. She encouraged members to review the orientation materials and prepare any questions for the February meeting. She recommended that BOH Alternates also be included in the orientation process and be invited to the February meeting. There were no objections.

XVI. **Program Reports:**

A. **Environmental Health:** Written report of monthly activities and the quarterly Quality Assurance report submitted with meeting materials by Tom Reichard, Environmental Health Director. The agency is exploring the possibility of expanding its surface water laboratory to include analyzing drinking water. Surface water tests are currently done during the three summer months. Water laboratories to test drinking water are not widely available in northern Michigan. The State will be requiring more frequent water testing – from annual to quarterly – which will put more demand on water labs. Reichard noted only 28% of private homes have had water samples tested. He said more labs will be needed. In response to a question, he said the expected fee charged for water testing would be determined by costs but he expected it would be comparable to the \$18 fee charged by the State lab. In response to another question, he said he was not concerned with competition for services from private testing labs. He noted these labs are required to obtain certification from local health departments, and must submit test results for review by EH Sanitarians.

- B. Personal Health: VanGills introduced Anne Young, who assumed the role of Interim Personal Health Director at the start of the year. Highlighting her written report submitted with the meeting materials, Young noted that flu activity was widespread. She said the current vaccine was found to be only 23% effective, but it was still important to encourage people to get vaccinated. She said the first child fatality in Michigan due to flu was reported in December. She noted over eight thousand clients received influenza immunizations since September 2014. She also explained the Maternal Infant Health Program (MIHP) is a Medicaid-funded program that provides evidence-based services to promote the health of women and infants. It is a multi-disciplinary program involving nurses, social workers, and dietitians conducting 1,300 home visits each month with families.
- C. WIC: Anne Bianchi, WIC Director, presented her report at the meeting and shared highlights. The program was one of 17 in the nation to be awarded a CDC-funded grant to develop community-based solutions for chronic disease prevention. She also reported MDCH is implementing a new Medicaid benefit for mothers to receive breast pumps. Bianchi noted the DHD #10 WIC program was one of the larger ones in the state with an enrollment of over 9,000 clients in December. She said the program currently operates 12 clinics – one in each county office, plus locations in Shelby and Grant.
- D. Health Promotions: Sarah Oleniczak, Health Promotions Director, discussed the 4x4 Obesity Prevention Grant discussed in her written report. She distributed the “Live Well Winter Challenge” form, and invited the members to complete the healthy activities challenge and participate in the prize drawing. She reviewed the various grants listed in her report, and explained that Health Promotions receives 50% of its funding from grants. She discussed a healthcare navigation grant intended to assist residents in obtaining health insurance. Staff assisted 352 residents in enrolling in the Healthy Michigan Plan, and another 55 in the Marketplace plans. She explained services provided in Health Promotions include family planning, breast and cervical cancer screening, sexually transmitted infection reporting and screening, and adolescent health care clinics.

In response to a question about grant funding, VanGills explained the Board supported pursuing grant funds to meet identified public health needs in the district. Funding sources are not always available in all counties in the district. For some grants, the public health needs to be addressed were also not present in each county. For this reason, some grant-funded programs are available in some counties, but not in others. Grant program outcomes are continuously evaluated, and where possible and appropriate are examined for opportunities to expand to other counties. In many cases, the grant programs have resulted in developing new community coalitions and partnerships. The goal with all new projects is to assure they align with the department’s strategic plan and health improvement plan. She stressed the core public health services are the same across all counties in the district.

XVII. Administrative Reports:

- A. Deputy Health Officer: Written report submitted with meeting materials. Kevin Hughes explained the value and process of national accreditation. A site visit with the accreditation team is scheduled for April in Hart. Board members will receive more information about their participation in the accreditation process. Hughes also reported the Strategic Planning Committee met to review progress on the plan and suggest revisions. The Committee report will be presented to the Board at a future meeting. VanGills noted the Strategic Plan and the Community Health Improvement Plan are both available for review on the District website.
- B. Medical Director: Dr. Graham is on medical leave. VanGills reported coverage is being provided by Dr. Robert G. Schirmer, Barry-Eaton Health Department. In response to a question, VanGills explained the State requires a full-time Medical Director for a district covering more than 250,000 residents. The State approved a shared contract for a Medical Director with Central Michigan Health Department as Dr. Graham would be working full-time. Currently, the District does not need its own full-time medical director.

C. Health Officer: Written report submitted with meeting materials. Linda VanGills said she would like to meet with the new members in the health department office in their county to provide an overview of services and answer any questions. The February BOH meeting will include BOH Orientation, the board alternates will be invited to attend the meeting. The PHAB site visit will include a session with BOH members. Once the time is confirmed, members will be notified. VanGills requested approval of a resolution for a lease agreement amendment for the Oceana County building. The amendment to extend the lease for five years was necessary due to an interest rate correction. The Oceana Board of Commissioners approved the resolution. BOH approval was also required by the lessor.

2. *Oceana Building Lease Agreement - Action Item:* Motion by Susan Rogers, seconded by Ken Hilliard, to approve the lease amendment resolution as presented.

Roll Call vote:

Art Adleman	[Absent]	Christ Ortwein	Yes
John Brunn	Yes	Shelley Pinkelman	Yes
Patty Cox	Yes	Denny Powers	Yes
Craig Crambell	Yes	Susan Rogers	Yes
John Fuscone	[Absent]	Richard Schmidt	Yes
Ken Hilliard	Yes	Ray Steinke	Yes
Steve Johnson	Yes	Barb Stenger	Yes
Evelyn Kolbe	Yes	Wally Taranko	Yes
Charles Lange	Yes	Gary Taylor	Yes
Phil Lewis	Yes	Hubert Zuiderveen	Yes

XVIII. **Other Business:** None.

XIX. **Next Meeting:** Friday, February 27, 2015, at 10:00 a.m.

XX. **Adjournment:** Chair Steinke requested adjournment at 11:39 a.m. Meeting adjourned by unanimous acclamation.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date