



BOARD OF HEALTH

Meeting Minutes

February 27, 2015

Materials distributed at the meeting: Individual County profiles; DHD #10 Annual Report – 2013-14; UM Governance in Action for Public Health – Training Pre-Survey; revised summary of 2014 BOH actions; Executive Committee – minutes of February 16 meeting; Personal Health division monthly report; Health Officer's presentation; revised directory of BOH members and alternates.

- I. Chair Ray Steinke called the meeting to order at 10:01 a.m.
- II. **Roll Call - Members Present:** Art Adleman, Colleen Carrington-Atkins, Patty Cox, Ken Hilliard, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Chris Ortwein, Denny Powers, Richard Schmidt, Ray Steinke, Barb Stenger, Wally Taranko, Gary Taylor, Hubert Zuiderveen

Members Excused: John Fuscone, Shelley Pinkelman, Susan Rogers

Member Absent: Craig Crambell

Alternates Present: John Brunn, Dean Gustafson, Steven Hull, Jerrilyn Strong

Others Present: Anne Bianchi, Jane Drake, Kevin Hughes, Sarah Oleniczak, Tom Reichard, Linda VanGills, Anne Young

- III. **Approval of the Agenda:** Motion by Chris Ortwein, seconded by Art Adleman, to approve the agenda. Motion carried.
- IV. **Approval of the Meeting Minutes:** Chair Steinke requested a motion to approve minutes of the January 30, 2015, meeting. Motion made by Charles Lange, seconded by Richard Schmidt.
Motion carried.

- V. **Public Comment:** None.

- VI. **Program Presentation:** Linda VanGills, Health Officer, explained the Board of Health was provided an opportunity to participate in testing public health governance training modules developed by the University of Michigan. Part of the testing process involved completing a pre-training survey that was distributed at the meeting. Members and alternates present viewed the video training module, "Operating as a Board of Health," and were asked to provide feedback. VanGills then presented an overview of relevant public health laws and public health statistics and trends for the District. She also reviewed DHD #10 history, programs and results. She noted the Michigan Public Health code requires the State to provide 50% of funding needed to cover public health services; but the State is currently funding only 30%.

VII. **Committee Reports**

- A. **Executive Committee:** Minutes of the February 16 Executive Committee meeting were distributed to all members and alternates present. Chair Steinke said the meeting primarily concerned the application received for the Health Officer replacement. He said the Committee would meet March 13 to interview the candidate, Kevin Hughes. Chair Steinke invited members and alternates present to submit questions to be asked in the job interview.
- B. **Finance Committee:** The Finance Committee did not meet. Susan Rogers, Committee Chair, and Christine Lopez, Administrative Services Director, were both absent. VanGills presented the report. The meeting materials included the January financial statement. Highlights from the statement:
 - Balance sheet: \$2.8 million cash; \$7.0 million total assets.
 - State funding: \$5.8 million budgeted; \$2.8 million received through January; 53% remaining.
 - Billing Revenue: \$5.0 million budgeted; \$1.8 million received; 64% remaining.

- Appropriations: \$2.9 million total County appropriations including value of space..
- Expenses: On target at \$5.9 million year-to-date.
- Aged Receivable Report: the State payment 91+ days due of \$191,957 had been received.
- Cash as of February 19: \$3.0 million. Missaukee is the county of depository for DHD #10 funds.

1. *Accounts Payable – Action Item:* Motion by Evelyn Kolbe, seconded by Hubert Zuiderveen, to approve Accounts Payable and Payroll totaling \$1,097,298.68.

Roll Call vote:

Art Adleman	Yes	Christ Ortwein	Yes
C Carrington-Atkins	Yes	Denny Powers	Yes
Patty Cox	Yes	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

- C. **Personnel Committee Report:** Chris Ortwein, Committee Chair, reported the Committee would meet March 6 to review and recommend the contract and terms for the new Health Officer.

Becky Gaines, Human Resources Director, noted in her report submitted with the meeting materials that several vacant positions had been filled in the last month. Four of the positions filled were new openings created by the two new Adolescent Health clinics.

- D. **Legislative Committee Report:** Evelyn Kolbe, Committee Chair, noted the proposed 2015 legislative platform had been submitted with the meeting materials. VanGills explained the BOH had established a practice of approving a legislative platform on an annual basis. She said the document could be used by BOH members and staff in supporting agency advocacy efforts. She also noted the Governor's recent executive order had reduced funding to public health services by \$1.5 million statewide. There were some indications the funding could be restored in the 2016 budget. She recommended to the members they communicate with their legislators the need to restore the funding.

2. *DHD #10 2015 Legislative Platform – Action Item:* Motion by Evelyn Kolbe, seconded by Art Adleman, to adopt the legislative platform as presented. By unanimous acclamation: Motion carried.

Kolbe reminded those present that BOH members would be invited to make a trip to Lansing to meet with legislators. Chair Steinke said members could also advocate for DHD #10 at the upcoming MAC conference.

VIII. **Program Reports:**

- Environmental Health: Written report of monthly activities submitted with meeting materials by Tom Reichard, Environmental Health Director. Reichard noted that septic and well permits were up by 9% over the previous year. He said this was the largest increase since the housing crash started (in 2008).
- Personal Health: Anne Young, Interim Personal Health Director, submitted her report at the meeting. She said the Michigan administrative rules changes affecting immunization waivers were receiving mixed reactions from parents. She said some parents were not pleased with the requirement to come to a health office to receive a waiver. Other parents responded positively to the education about vaccines they received and chose to have their children immunized. Young also discussed the Healthy Families America program grant funds and the resulting contract with the Health Department of Northwest Michigan to provide home visitation services in Crawford, Kalkaska and Wexford Counties.

- C. WIC: Anne Bianchi, WIC Director, highlighted from her written report submitted with the meeting materials a new grant from the National WIC Association. She said the grant would be focused on reducing chronic disease in Oceana County.
- D. Health Promotions: Sarah Oleniczak, Health Promotions Director, said in addition to the activities summarized in her written report submitted with the meeting materials, the division was also working on a pilot through school wellness to bill for nursing-mental health services. DHD #10 is partnering with the Health Department of Northwest Michigan on the project. The division is also evaluating billing for services related to tobacco counseling.

IX. Administrative Reports:

- A. Deputy Health Officer: Written report submitted with meeting materials. Kevin Hughes reported preparations were in hand for the national accreditation site visits scheduled during April. He said out of 133 measures, the accreditation team requested additional documentation on 11. Hughes also reported he has been a member since 2007 of a Cancer Prevention Coalition that received national recognition for its accomplishments and work in developing a toolkit for others to develop similar coalitions.
- B. Medical Director: Dr. Graham has returned to work and has been taking calls. VanGills reported Dr. Schirmer will continue to provide coverage on Thursdays. Dr. Graham hopes to attend the March BOH meeting.
- C. Health Officer: Written report submitted with meeting materials. Linda VanGills reported there had been a lot of media attention around measles outbreaks in other states. She said the case reported in Lake County was a false alarm. She said the agency would be sharing with private physicians and hospitals a document explaining measles and the resources available. The document would be included in the March meeting materials. Questions asked concerned the number of cases and severity of measles if contracted. Young and VanGills explained the disease is very contagious and can cause severe complications and even death. In response to another question, VanGills explained that DHD #10 would respond to a suspected measles case by first confirming the disease, then determining who had been exposed and seeking their cooperation to self-quarantine. I would delete the highlighted area

VanGills also asked the Board to note that DHD #10 staff regularly review and evaluate grant opportunities. The grant discussed in the WIC report to provide services in Oceana County was based on specific demographic needs. While it is a goal to apply for grants that will serve all counties in the District, it is not always possible due to strict grant eligibility requirements.

- X. **Other Business:** Colleen Carrington-Atkins noted the Board approved a one-year agreement for the Health Officer in February. She asked what the intention would be with the expected hire of a new Health Officer by June. Linda VanGills responded the contract would be null and void effective the end of May, 2015.

- XI. **Next Meeting:** Friday, March 27, 2015, at 10:00 a.m.

- XII. **Adjournment:** Chair Steinke requested adjournment at 11:26 a.m. Meeting adjourned by unanimous acclamation.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date