



BOARD OF HEALTH

Meeting Minutes

March 27, 2015

Materials distributed at the meeting: Personal Health division monthly report; Deputy Health Officer’s presentation – Strategic Plan Update.

- I. Chair Ray Steinke called the meeting to order at 10:00 a.m.
- II. **Roll Call - Members Present:** Colleen Carrington-Atkins, Patty Cox, Craig Crambell, John Fuscone, Ken Hilliard, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Shelley Pinkelman, Denny Powers, Richard Schmidt, Ray Steinke, Barb Stenger, Wally Taranko, Gary Taylor, Hubert Zuiderveen
Members Excused: Art Adleman, Chris Ortwein, Susan Rogers
Member Absent: Craig Crambell
Alternates Present: Jack Cairy, Jerrilyn Strong
Others Present: Anne Bianchi, Vicki Crouch, Jane Drake, Kevin Hughes, Ed Kolbe, Sarah Oleniczak, Tom Reichard, Linda VanGills, Anne Young
- III. **Approval of the Agenda:** Motion by Richard Schmidt, seconded by Charles Lange, to approve the agenda. Discussion: request by Evelyn Kolbe to move Health Officer Letter of Resignation to VI. C. Executive Committee. Motion carried – agenda approved with requested change.
- IV. **Approval of the Meeting Minutes:** Chair Steinke requested a motion to approve minutes of the February 27, 2015, meeting. Motion made by Charles Lange, seconded by Patty Cox.
Motion carried.
- V. **Public Comment:** None.
- VI. **Committee Reports**
 - A. **Finance Committee:** Susan Rogers, Committee Chair, was absent. Christine Lopez, Administrative Services Director introduced Vicki Crouch, Auditor, Layton and Richardson, P.C. Crouch highlighted the Financial Audit Report for the year ended September 30, 2014. The Opinion submitted with the report was “unmodified” or favorable. Crouch noted current assets are sufficient to cover liabilities. She also noted governmental units will be required to report accrued retirement on financial statements beginning next year. Current year recommendations concerned passwords, and payroll documents. Crouch said the audit went well, and thanked the finance staff for their assistance and cooperation. There were no questions.

- 1. *Accept Audit Report – Action Item.* Motion made by Wally Taranko, seconded by Richard Schmidt.

Roll Call vote:

Jack Cairy	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
C Carrington-Atkins	Yes	Charles Lange	Yes	Jerrilyn Strong	Yes
Patty Cox	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Craig Crambell	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
John Fuscone	Yes	Denny Powers	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

Lopez presented the Financial Report for the month ended February 28, 2015. Highlights of the report:

- Current cash: \$2.7 million.
- Total assets: \$6.5 million.
- State funding: \$3.2 million.
- Other grants: just over \$1 million.
- Total revenues: \$7.2 million.
- Total expenses: \$7.1 million.
- Aged receivables: \$1.6 million in current accounts. Accounts outstanding at 91+ days declined from 16.5% to 9.3% from January to February.
- Cash balance: projected payments through June to range from \$1.7 million to \$2.5 million. Highest payments in May due to extra payroll period.

2. *Accounts Payable – Action Item:* Motion by Evelyn Kolbe, seconded by Charles Lange, to approve Accounts Payable and Payroll totaling \$1,289,944.60.

Roll Call vote:

Jack Cairy	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
C Carrington-Atkins	Yes	Charles Lange	Yes	Jerrilyn Strong	Yes
Patty Cox	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Craig Crambell	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
John Fuscone	Yes	Denny Powers	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

VanGills explained the amended budget is presented directly to the Board instead of going through the Finance Committee to ensure timely implementation. Lopez summarized the amended budget details. The proposed changes in the budget reflected the Governor’s Executive Order reducing funding by \$49,600, reconciliation of Medicaid Cost Settlement dollars, additional grant funding sources, and expenses related to opening two new Adolescent Health Centers. In response to a question about Cigarette Tax revenues, VanGills said collections from the tax have fallen, and that under the funding rules, monies are no longer available for distribution to rural counties.

3. *Amended Budget – Action Item:* Motion by Hubert Zuiderveen, seconded by Richard Schmidt, to approve the amended budget as presented.

Roll Call vote:

Jack Cairy	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
C Carrington-Atkins	Yes	Charles Lange	Yes	Jerrilyn Strong	Yes
Patty Cox	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Craig Crambell	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
John Fuscone	Yes	Denny Powers	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

B. **Personnel Committee.** Minutes of the March 6 Personnel Committee meeting were included in the mailed Board packet. Chair Chris Ortwein was absent. VanGills suggested the recommendations of the Committee regarding the Health Officer selection and contract be discussed in the Executive Committee report.

Becky Gaines, Human Resource Director, highlighted her report submitted with the meeting materials. She noted that the compliance review of FMLA and EEO policies went well, and the

agency was commended for attention to detail. Five new employees started in the last month. A few more employees will also be retiring this year.

- C. **Executive Committee:** Minutes of the March 13 meeting were mailed with the meeting materials. Chair Steinke reported the Committee met to review the contract for Health Officer recommended by the Personnel Committee and to interview Kevin Hughes for the position of Health Officer. Evelyn Kolbe said the Personnel Committee discussed an e-mail received from Mark Miller, MDCH, in which he stated that Kevin Hughes was qualified for the position of Health Officer. The State would not require he pursue further education.

VanGills said the process of appointing a Health Officer did require formal approval by the State. A two-thirds vote of the Board recommending a candidate for approval would be required. In response to a question, VanGills said the contract would start May 18, 2015 – the target transition date – and run through December 2017. The first performance review would occur six months after hire, and then annually thereafter.

4. *Health Officer and Contract Terms – Action Item:* Motion by Evelyn Kolbe, seconded by John Fuscone, to retain the services of Kevin Hughes as Health Officer according to the Employment Agreement to commence May 18, 2015.

Roll Call vote:

Jack Cairy	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
C Carrington-Atkins	Yes	Charles Lange	Yes	Jerrilyn Strong	Yes
Patty Cox	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Craig Crambell	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
John Fuscone	Yes	Denny Powers	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

Motion by Evelyn Kolbe, seconded by Patty Cox, to accept – with regrets – the resignation of Linda VanGills effective May 31, 2015. *Motion carried* by acclamation.

VanGills thanked the Board for their support. She said the organization is in a solid financial position and has a strong leadership team, making it a good time for a transition.

- D. **Legislative Committee:** Chair Evelyn Kolbe reported she and VanGills met with State Representative Jon Bumstead to discuss public health priorities. Information regarding the 2015 County Health Rankings Legislative Breakfast and the Michigan Association for Local Public Health 2015 Day at the Capitol was included in the packet. Members were encouraged to attend.
- E. **Bylaws Committee:** Minutes of the March 13, 2015, meeting were included in the packet. The Committee reviewed the recommendations of counsel regarding changes to the Bylaws. The Committee voted to recommend the proposed updated Bylaws for review at the March meeting, and Board approval at the April meeting. The proposed Bylaws were included in the materials mailed to the Board.
- VII. **Strategic Plan Update:** Kevin Hughes presented a review of the Strategic Plan goals and objectives, and progress to date. He also reviewed new objectives added to the plan. In response to a question, he reported the Strategic Plan summary and new objectives are available on the DHD #10 website.
- VIII. **Program Reports:**
- A. **Environmental Health:** Written report of monthly activities submitted with meeting materials by Tom Reichard, Environmental Health Director. Reichard reported a 20% increase in septic/well permits compared to the same period last year. In the food safety program, the number of food code violations increase in 2014. New restaurant construction increased from 14 to 30 between 2013 and 2014.

- B. Personal Health: Anne Young, Personal Health Director, highlighted from her written report submitted with the meeting materials a map showing the percent of student immunization waivers by county. Counties in the District with the highest waiver rates are Manistee, Oceana and Wexford; and the lowest rates are in Kalkaska, Mason and Missaukee. Young also reported 55 providers are enrolled in the 2015 Vaccines for Children program. She said public health nurses meet with enrolled providers to ensure best practices in immunization and storage and handling are being followed.
- C. WIC: Written report submitted with the meeting materials. Anne Bianchi, WIC Director, reported on the training received for the WIC Community Partnerships for Health Mother & Children Project. She said the kick off meeting with community stakeholders would take place in late April. She also noted that DHD #10 was one of only 18 recipients of funding through the project, and the only WIC department in Michigan. She also reported on a positive review of Medicaid outreach procedures by a State representative.
- D. Health Promotions: Summary statistics submitted with meeting materials. Written narrative report submitted at the meeting. Sarah Oleniczak, Health Promotions Director, reported that members of her staff attended a State conference where a nationally-known speaker featured the agency's LiveWell campaign as a best practice.

IX. Administrative Reports:

- A. Deputy Health Officer: Written report submitted with meeting materials. Kevin Hughes said preparations were continuing for the national accreditation site visit scheduled for April 14 and 15. He also explained the purpose of the Tencon health plan to provide basic primary care and medical coverage for the uninsured was supplanted by Medicaid expansion under the Affordable Care Act. The organization has financial resources and is planning to maintain a presence through 2018. Funding has been used to address gaps in healthcare access, and support outreach and enrollment. Hughes also reported that he participated in strategic planning with Central Michigan University and other community partners to evaluate options for utilizing a mobile health facility.
- B. Medical Director: Written report submitted with meeting materials. Dr. Graham was not able to attend the meeting. Linda VanGills reported that Dr. Graham notified the health departments he currently serves as medical director that he plans to retire by the end of 2015. She said she would be meeting with the Central and Mid-Michigan health officers to look at opportunities to continue their collaboration in sharing a medical director to replace Dr. Graham. Dr. Graham included in his written report three recommendations:
 - A flu shot is still the best way to avoid influenza;
 - People with a diarrheal illness should not prepare food for others;
 - Travel to West African countries with Ebola cases should be avoided.

Motion by Patty Cox, seconded by Richard Schmidt, to adopt the recommendations. Motion carried by acclamation.

- C. Health Officer: Written report submitted with meeting materials. Linda VanGills said DHD #10 improved its compliance score from the Office of Public Health Preparedness. She recognized the work of Bret Haner and Karen Ripke in contributing to the improved score. She also reported that additional funding for Ebola monitoring would be available from the State. She said she was working with the agency attorney and Finance Committee Chair Susan Rogers to formalize the relationship with Missaukee County as the agency depositor. Also, Christine Lopez will be taking over as the DHD #10 representative to the Northern Health Foundation Board.

- X. **Other Business:** Included with meeting materials: NALBOH Conference information; client note of appreciation; clerical support team newsletter with article featuring outreach efforts in Lake County.

- XI. **Next Meeting:** Friday, April 24, 2015, at 9:30 a.m. Members were advised to note the earlier start time.
- XII. **Adjournment:** Chair Steinke requested adjournment at 11:16 a.m. Meeting adjourned by unanimous acclamation.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date