



BOARD OF HEALTH

Meeting Minutes

April 24, 2015

Materials distributed at the meeting: NALBOH newsletter; WIC monthly report; copy of letter from Michigan Department of Health and Human Services (MDHHS); Board governance training evaluation; Environmental Health (EH) food newsletter; EH report card; and Healthy Michigan Plan Update – event flyer.

- I. Chair Ray Steinke called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Art Adleman, Colleen Carrington-Atkins, Patty Cox, John Fuscone, Ken Hilliard, Steve Johnson, Charles Lange, Phil Lewis, Shelley Pinkelman, Denny Powers, Susan Rogers, Richard Schmidt, Ray Steinke, Wally Taranko, Gary Taylor, Hubert Zuiderveen
Members Excused: Evelyn Kolbe, Barb Stenger
Members Absent: Craig Crambell, Chris Ortwein
Staff Present: Anne Bianchi, Jane Drake, Becky Gaines, Tom Reichard, Linda VanGills, Anne Young
Others Present: Meghan Swain, MALPH; Dana Gill, Michigan Association of Counties; Lynette Corlew
- III. **Approval of the Agenda:** Motion by Shelley Pinkelman, seconded by Richard Schmidt, to approve the agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Chair Steinke requested a motion to approve minutes of the March 27, 2015, meeting. Motion made by Shelley Pinkelman, seconded by Art Adleman.
Motion carried.
- V. **Public Comment:** None. Shelley Pinkelman introduced her guest – Lynette Corlew, former BOH member.
- VI. **Committee Reports**
 - A. **Executive Committee:** A copy of a letter from Susan Moran, Senior Deputy Director, Michigan Department of Health and Human Services, was distributed at the meeting. Chair Steinke noted the letter content affirmed State approval of the appointment of Kevin Hughes as Health Officer effective June 1, 2015.
Linda VanGills said she included in the meeting materials a memo and corrected employment agreement for the Health Officer. The memo explained an error in the retirement benefit multiplier in the draft agreement discussed at the March Board meeting. VanGills noted the employment agreement cost projections reviewed by the Executive Committee included the correct retirement cost projection, but the multiplier listed was wrong.
 - B. **Finance Committee:** Susan Rogers, Committee Chair, presented the Financial Report for the month ended March 31, 2015. Highlights of the report:
 - Current cash: \$2.8 million.
 - Total assets: \$6.4 million.
 - Total fund balance: \$4.9 million.
 - Increase in fund balance from October 1, 2014: \$750 thousand.
 - Total revenues: \$9.3 million.
 - Total expenses: \$8.6 million.
 - Medicaid cost settlement: \$1.3 million.

Rogers noted the increase in fund balance was not expected to sustain through upcoming months. She also said the billing revenue at \$2.3 million was significant and about where it should be halfway through the fiscal year. She commented the cash flow position of the agency was good.

1. *Accounts Payable and Payroll – Action Item.* Motion by Susan Rogers, seconded by Ken Hilliard, to approve Accounts Payable and Payroll totaling \$1,155,163.60.

Discussion: Colleen Carrington-Atkins requested further explanation of the increase in the fund balance. VanGills said the increase was largely due to a decrease in expenses resulting from a number of vacant positions not filled. She said revenues were also higher during the month due to the timing of billing State contracts. The typical cycle of finances is that most contracts are billed by August, and as revenues decline, expenses will be covered by the fund balance through the end of the fiscal year.

Steve Johnson asked if Medicaid billings would be limited, or if there would have to be charge offs for bills not paid. VanGills said the agency had up to one year to bill for Medicaid services; and while there could be a few charge offs for services not billed to Medicaid, the Medicaid Cost Settlement from the State covers costs not collected. Rogers and Pinkelman commented the agency is effective at billing timely.

Roll Call vote:

Art Adleman	Yes	Charles Lange	Yes	Richard Schmidt	Yes
C Carrington-Atkins	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Patty Cox	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
John Fuscone	Yes	Denny Powers	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Susan Rogers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

B. **Personnel Committee:** Committee did not meet in March. Becky Gaines, Human Resource Director, highlighted her report submitted with the meeting materials. She reported that 10 positions were filled in March, and seven are still open. Carrington-Atkins asked how open positions were advertised. Gaines explained that depending on the position, local or regional media would be utilized; for technical or professional positions, ads would be placed with colleges, professional organizations, or state associations.

C. **Legislative Committee.** Linda VanGills reported she and Board members Ray Steinke and Evelyn Kolbe attended the Day at the Capitol legislative advocacy event sponsored by the Michigan Association for Local Public Health. They met with State House and Senate legislators with districts encompassing DHD#10 counties. VanGills said the senators and representatives were supportive of public health. She also noted they would all be termed out in 2017 and it would be important for Board members to advocate for public health with the new legislators.

D. **Bylaws Committee.** Copies of proposed bylaws and a letter from the agency attorney on bylaws recommendations were included in the March and April meeting materials. Chair Steinke said the Bylaws Committee recommended adoption of the proposed bylaws. He noted the attorney recommended the bylaws not require use of Robert Rules of order. The Committee recommended the bylaws to include general language stating the Board would follow parliamentary procedure.

2. *2015 Board of Health Bylaws – Action Item.* Motion by Ken Hilliard, seconded by Susan Rogers, to approve Board bylaws as presented.

Discussion: Gary Taylor said he was told by another attorney there was no reason to remove the reference to Roberts Rules from the bylaws. Charles Lange said leaving the reference to the more general “parliamentary procedure” would be more open and less subject to challenge.

Roll Call vote:

Art Adleman	Yes	Charles Lange	Yes	Richard Schmidt	Yes
C Carrington-Atkins	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Patty Cox	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
John Fuscone	No	Denny Powers	Yes	Gary Taylor	No
Ken Hilliard	Yes	Susan Rogers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried with 14 “Yes” votes.

VII. Program Presentation

Governance in Action for Public Health – Module 7, *Supporting Population Health through Policy and Advocacy*. Linda VanGills introduced the Board training video from the Michigan Public Health Training Center. Following the viewing, VanGills introduced Meghan Swain, MALPH, and Dana Gill, MAC, who explained their roles serving as policy advocates for public health and the Board. Issues highlighted in the discussion: merger of community health and human services; State budget; mobile home park inspections; and consumable marijuana or “medibles.” Both speakers encouraged Board members to get involved and to reach out to legislators on issues impacting public health.

VIII. Program Reports

- A. Environmental Health: Monthly activity and quarterly quality assurance reports submitted with meeting materials. Tom Reichard distributed a division newsletter highlighting food program services. He said the newsletter was sent annually with all restaurant licenses. He said the division also prepared a summary of the Point of Sale program which was recently posted on the agency website. He also handed out a publication, “Environmental Health Report Card.” He said the summary of results achieved by the three main division programs was prepared annually.
- B. Personal Health: Written report submitted with meeting materials. Anne Young, Personal Health Director, highlighted from her report a success story related to immunization waiver education. A mother came to the Oceana office seeking a waiver for her three sons. She said she could not afford the costs of immunizations. After learning about free immunizations through the Vaccines for Children program, she agreed to have all three sons immunized. Young also noted from her report an analysis prepared by the Michigan Department of Human Services on cost savings resulting from MIHP services. According to the State report, every dollar invested in MIHP services results in a 138% return on investment by reducing costs associated with pre-term births in the first months of life.
- C. WIC: Report distributed at the meeting. Anne Bianchi was called away from the meeting. Included in the report was a newsletter brief concerning the grant received for chronic disease prevention and health promotion. DHD#10 was one of just 17 WIC agencies in the U.S. selected to participate in the program. Linda VanGills also highlighted from the report the community outreach efforts undertaken by WIC staff to build and maintain caseloads.
- D. Health Promotion: Summary of monthly activities and press release on campaign to limit access to tobacco by underage youth submitted with meeting materials. Sarah Oleniczak was attending a conference. Linda VanGills highlighted the press release and explained the campaign to educate cigarette vendors on tobacco compliance was taking place in Lake, Mason and Oceana Counties and was being done in partnership with the Michigan State Police. She also said the new adolescent health centers in Crawford and Oceana Counties were in operation providing mental health services. Recruitment of a mid-level practitioner is still underway.

IX. Administrative Reports

- A. Deputy Health Officer: Kevin Hughes was attending a conference. Linda VanGills reviewed his written report submitted with the meeting materials. Included in the report was a summary of the PHAB accreditation site visit, and the strengths and challenges noted by the reviewers.

VanGills said the overall response from the reviewers was positive. They said they were impressed with the agency's culture of collaboration, and how much it accomplishes with limited resources. VanGills expressed appreciation for the Board members who participated in the accreditation review meeting: Denny Powers, Colleen Carrington-Atkins, Ray Steinke, and Wally Taranko.

A flyer with information on times and locations for May 1 presentations on the one-year update of the Healthy Michigan Plan was distributed at the meeting.

Hughes also provided a CHIP update and review of weight reduction and behavior change classes provided in various communities in the district.

- B. Medical Director: Written report submitted with meeting materials. Dr. Robert Graham thanked the Board for their support while he dealt with medical issues. He discussed the recent rise of questions and controversies over vaccinations. His report included graphs depicting the number of cases of various infections over time. He pointed out the number of cases of measles plummeted dramatically following the introduction of the measles vaccine in 1962. He said vaccines were effective not only in preventing disease, but also in preventing the expenditure of resources in treating diseases that would otherwise occur.

Motion by Shelley Pinkelman, second by Hubert Zuiderveen, to support the Medical Director's recommendation: Vaccines are safe and effective, and everyone is encouraged to receive all vaccines needed to prevent unnecessary infection. By unanimous acclamation: *Motion carried.*

- C. Health Officer: Written report submitted with meeting materials. Linda VanGills said she had relayed at the March meeting Dr. Graham's announcement that he would be retiring at the end of the year. She reported she had been in contact with the health officers of the Mid- and Central health department districts to determine interest in continuing to share a medical director. CMDHD has posted the position opening, and would take the lead in selecting and hiring. A candidate had already come forward and expressed strong interest in the position.

VanGills next reported that Anne Young had accepted promotion from interim to full Personal Health Director.

Included in the meeting materials was information about potential relocations of county DHS offices. VanGills noted that of the nine DHS offices located in the District, five were on the list of proposed relocations. She said MDHHS was looking for available offices to house DHS staff in counties where offices might be closed. She said the decision to make DHD#10 space available was up to the local counties, but she said the State has not indicated a commitment to cover the costs of providing space. She also said it was unfortunate that DHS offices to be moved were in some of the more rural and poorest counties which would make it even more difficult for residents to access services.

X. Other Business

Other items sent with meeting materials: summary of completed Quality Improvement projects; and monthly clerical team newsletter. Members also encouraged to take a copy of the NALBOH news brief.

- XI. **Next Meeting:** May 29 at 9:30 a.m. in the Board Room of the Wexford County Office.

XII. Adjournment

Chair Steinke adjourned the meeting at 10:53 a.m.