



BOARD OF HEALTH

Meeting Minutes

May 29, 2015

Materials distributed at the meeting: NALBOH NewsBrief; Human Resources monthly report; MI Daily Plan; MCDC 2014 Annual Report; Dental Clinics North – report from DHD#10 2014 Annual Report; Governance in Action Modules 1 & 2 – Post Evaluation forms.

- I. Chair Ray Steinke called the meeting to order at 9:31 a.m.
- II. **Roll Call – Members Present:** Art Adleman, Craig Crambell, Colleen Carrington-Atkins, Patty Cox, John Fuscone, Ken Hilliard, Steve Johnson, Evelyn Kolbe, Phil Lewis, Denny Powers, Susan Rogers, Richard Schmidt, Ray Steinke, Barb Stenger, Gary Taylor, Hubert Zuiderveen
After Roll Call: Shelley Pinkelman
Members Excused: Charles Lange, Wally Taranko
Members Absent: Chris Ortwein
Staff Present: Jane Drake, Becky Gaines, Kevin Hughes, Christine Lopez, Sarah Oleniczak, Linda VanGills
Others Present: Mark Miller, MDHHS; Larry VanSickle; Sam Scholtens; Alexis Weller; Darlene VanderWest
- III. **Approval of the Agenda:** Motion by Susan Rogers, 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 April 24, 2015, meeting. Motion made by Patty Cox, seconded by John Fuscone. *Motion carried.*
- V. **Public Comment:** None. Sarah Oleniczak introduced Alexis Weller a student intern. Visitors also introduced were Mark Miller, MDHHS, and former BOH members Sam Scholtens and Larry VanSickle.
- VI. **Committee Reports**
 - A. **Executive Committee:** Chair Steinke reported the committee did not meet. He said he, Evelyn Kolbe, and Kevin Hughes met with candidates for the Medical Director position. Hughes said Board representatives and Health Officers from DHD#10, and the Mid- and Central Michigan District Health Departments interviewed two candidates on May 15 in Mount Pleasant. The candidate recommended by the interview panel was Dr. Jennifer Morse. Dr. Morse's resume was included in the Board packet. CMDHD would be taking the lead on negotiating an employment agreement with Dr. Morse. Mark Miller said he also participated on the interview panel and was impressed with Dr. Morse. He said the State would accept her appointment as Medical Director and would approve her status as "provisional" until she completed Master's degree requirements.
 - B. **Finance Committee:** Susan Rogers, Committee Chair, reported the committee did not meet, and invited Christine Lopez to present the Financial Report for the month ended April 30, 2015. Highlights of the report:
 - Current cash: \$3.6 million.
 - Total assets: \$7.1 million.
 - Total fund balance: \$5.7 million.
 - Total State revenue: \$4.2 million out of \$6.1 million budgeted.
 - Total all revenues: \$10.7 million.
 - Total expenses: \$9.9 million

The increase in cash was largely due to the collection of fees for EH food services, and the receipt of State appropriations. Lopez noted the increase in fund balance of just over \$780 thousand was typical for this time of year as funding from contracts and grants are received before program expenses are incurred. She said expenses for supplies were at 40% of budget, and would continue to lag until the value of vaccines is reconciled in the September financials. For accounts receivable, just fewer than 7% of accounts were more than 90 days due. The beginning cash balance for May was \$3.5 million and was projected to decline to \$2.6 million by September.

1. *Accounts Payable and Payroll – Action Item.* Motion by Susan Rogers, seconded by Evelyn Kolbe, to approve Accounts Payable of \$861,357.01 and Payroll of \$503,135.54 for a total of \$1,364,492.55.

Roll Call vote:

Art Adleman	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
C Carrington-Atkins	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
Patty Cox	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Craig Crambell	Yes	Denny Powers	Yes	Gary Taylor	Yes
John Fuscone	Yes	Susan Rogers	Yes	Hubert Zuiderveen	Yes
Ken Hilliard	Yes				

Motion Carried.

Lopez also noted her written report included a document from MDHHS titled, “Medicaid Outreach Subrecipient Monitoring Visit Summary.” According to Lopez, the visit went well and the State inspectors were impressed with the documentation and system for tracking Medicaid outreach activities and hours.

- B. **Personnel Committee:** Committee did not meet. Becky Gaines, Human Resource Director, distributed her report at the meeting. She reported that the “face of District #10 is changing” as many new employees have been hired in recent months, and more positions are to be filled. She also reported that she and Kevin Hughes attended a FOIA seminar.
- C. **Legislative Committee.** A report on the status and outcomes of Rural Home Visiting Funding outcomes was included in the meeting materials. Linda VanGills reported there was concern funding for the program was slated to be cut, but it appeared it was restored in the State Senate budget. Mark Miller reported the Senate added the program funding after hearing from several Health Officers and Board of Health members around the State.

With regard to the discussion at the May meeting on relocating DHS offices, Evelyn Kolbe reported that the most recent list did not include any offices located in counties served by DHD#10.

VII. Program Presentation

Governance in Action for Public Health – Modules 1 & 2, *Public Health: A Primer, Parts A and B*. Linda VanGills introduced the Board training video from the Michigan Public Health Training Center. The topics focused on the impact of public health on population health outcomes, and the core functions and 10 essential services of public health. Following the viewing, post-evaluation surveys were distributed to the members.

VIII. Program Reports

- A. **Environmental Health:** Monthly activity report submitted with meeting materials. Kevin Hughes called attention to the report of restored funding for beach monitoring. He said the funding would allow the division to conduct water sampling for the full 10-week period. EH is still faced with staff shortages – particularly in food safety. Board members asked about recruitment and retention of sanitarians. Staff reported there was a state-wide shortage of food safety sanitarians, and explained the wide array of media used in advertising vacancies.

Included in the meeting materials was the “Proposal for the Development of a Drinking Water Laboratory.” Hughes reminded the members that expansion of water testing facilities was an objective in the strategic plan. He said the agency would be moving forward on the proposal.

- B. Personal Health: Written report submitted with meeting materials. Kevin Hughes highlighted information reported on the Maternal Child programs. He explained the partnership with Munson Hospitals for the Healthy Futures Program would be expanded into Grayling.
- C. WIC: Report submitted with meeting materials. Kevin Hughes highlighted a grant received from the Fremont Area Community Foundation for the distribution of additional Project FRESH booklets. Linda VanGills noted Anne Bianchi, WIC Director, was taking the lead on the fluoride varnish project. The project will involve WIC and MIHP staff in partnership with community dental clinics.
- D. Health Promotion: Sarah Oleniczak summarized her report submitted with the meeting materials. She said the division was still actively recruiting for a clinician for the adolescent clinic in Shelby. The Grayling adolescent clinic is fully staffed. She reported a State review found the Breast and Cervical Cancer Prevention program met all 11 national indicators. Included with her report was a letter from a client praising the WiseWoman program. Oleniczak also said grant applications were being prepared for projects on MICR immunization compliance, chronic disease prevention, and cancer control.

IX. Administrative Reports

- A. Deputy Health Officer: Written report submitted with meeting materials. Kevin Hughes said formal notice was received from PHAB on May 13 that the agency met all requirements for national accreditation. DHD#10 was only the third local health department in Michigan to achieve national accreditation. He said the review team was impressed with how the agency acts regionally and thinks locally. He noted that accreditation is an ongoing process and will require continual monitoring and documentation of agency processes and results. BOH members expressed appreciation for the efforts of the staff in achieving the significant recognition of the quality of the agency’s operations and services.

Hughes also reported he was selected to participate in a pilot program of NACCHO for new local health officials: Leadership Development Institute.

- B. Medical Director: No report.
- C. Health Officer: Written report submitted with meeting materials. Linda VanGills reported that annual review meetings with the Boards of Commissioners in all 10 counties were completed. She explained the leadership transitions with the Tencon Health Plan: Kevin Hughes would replace her on the Board as the DHD#10 representative, and she will continue to serve on the Board as a community representative. She said Tencon and the Northern Health Plan voted to move forward on an application to serve as an innovation region under the State Innovation Model. The intent is to protect DHD#10 from being split into geographical components that would be inefficient or compromise services and public health.

DHD#10 submitted a proposal to MALPH for a project to test and implement evidence-based practices to improve immunization levels for senior citizens and youth. VanGills also reported the agency attorney was completing the review of the Memorandum of Understanding with the agency’s financial depository: Missaukee County. The final MOU would be reviewed at the next Finance Committee meeting and then referred to the BOH. She said she, Kevin Hughes and Sarah Oleniczak met with representatives from the MSU School of Human Medicine on a collaboration to provide public health experience to a medical student in Ludington.

VanGills closed her final report by expressing appreciation to the Board members for their consistent support of her and the leadership team over her 11 years as Health Officer. She thanked the Board for allowing staff to be creative and innovative in finding ways to improve the department.

X. Other Business

Mark Miller, MDHHS, provided a brief overview of State policy and legislative developments impacting local public health. He said the Governor and MDHHS were in favor of limiting E-cigarette sales to minors. He said a bill to require inspection of consumable medical Marijuana by the agriculture department – and not local public health offices – was put before the legislature. He also reported that additional funding was received from the CDC to support immunizations, and these were expected to be distributed to local public health offices to support staff expenses for immunization waivers education.

Miller then expressed appreciation for Linda VanGills' service to public health and DHD#10, and presented her with a plaque. Current and former BOH members present also expressed appreciation to VanGills, and congratulated her on her retirement.

XI. Next Meeting: June 26, 2015, 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.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date