



## **BOARD OF HEALTH**

### **Meeting Minutes**

*September 25, 2015*

---

**Materials distributed** at the meeting: HUB contract, testimonial from LiveWell participant.

- 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, Craig Crambell, John Fuscone, Ken Hilliard, Steve Johnson, Evelyn Kolbe, Charles Lange, Jim Maike, Denny Powers, Susan Rogers, Richard Schmidt, Ray Steinke, Wally Taranko, Gary Taylor, Hubert Zuiderveen  
**Alternates Present:** Laurie Jamison  
**Members Excused:** Phil Lewis, Shelley Pinkelman, Barb Stenger  
**Staff Present:** Anne Bianchi, Brandi Brown, Jane Drake, Kevin Hughes, Christine Lopez, Sarah Oleniczak, Tom Reichard, Anne Young, Robin Walicki, Jan Wiltse
- III. **Approval of the Agenda:** Motion by Ken Hilliard, seconded by Richard Schmidt, to approve the agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Susan Rogers, seconded by Evelyn Kolbe to approve minutes of the August 28, 2015, meeting. *Motion carried.*
- V. **Public Comment:** Christine Lopez introduced student intern, Brandi Brown. Ms. Brown is pursuing a Bachelor's degree in Public Health and will be assisting with projects related to Meaningful Use.
- VI. **Committee Reports**
  - A. **Executive Committee:** Chair Steinke reported the committee did not meet. Kevin Hughes said a copy of an e-mail sent to Executive Committee members was included in the packet and he would discuss further during his report. He also requested the Executive Committee members stay for a brief meeting after adjournment of the full meeting.
  - B. **Finance Committee:** Susan Rogers, Finance Committee Chair, reported the committee did not meet and invited Christine Lopez to present the Financial Report for the month ended September 30, 2015. Highlights of the report:
    - Cash balance: \$3.6 million.
    - Total fund balance: \$7.1 million.
    - YTD State revenue: \$5.8 million.
    - YTD Total revenue: \$16.2 million.
    - Percent of budgeted revenue remaining: 15.6%
    - Total accounts receivable: \$1.4 million.
    - Percent accounts receivable 91+ days: 17%.Lopez said the revenue reported reflected receipt of the State payment for FY14 cost report dollars. She also noted the amount of budgeted State funding was the amount approved at the last meeting in the amended budget. The cash flow analysis included in the report projected a cash balance beginning December 2015 of \$3 million. Wage costs will be higher in October as it is a three-payroll month.
    1. *Accounts Payable and Payroll – Action Item.* Motion by Susan Rogers, seconded by Hubert Zuiderveen, to approve Accounts Payable and Payroll total of \$1,336,248.34.

Roll Call vote:

Art Adleman	Yes	Laurie Jamison	Yes	Susan Rogers	Yes
Colleen Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
Craig Crambell	Yes	Charles Lange	Yes	Wally Taranko	Yes
John Fuscone	Yes	Jim Maike	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes

Motion Carried.

Chair Steinke next requested a motion on the proposed FY2016 budget that was shared and discussed at the August meeting. Susan Rogers noted the Finance Committee recommended the budget as presented.

2. *FY2016 Budget – Action Item.* Motion by Susan Rogers, seconded by Evelyn Kolbe to approve the budget as presented.

Roll Call vote:

Art Adleman	Yes	Laurie Jamison	Yes	Susan Rogers	Yes
Colleen Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
Craig Crambell	Yes	Charles Lange	Yes	Wally Taranko	Yes
John Fuscone	Yes	Jim Maike	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes

Motion Carried.

- C. **Personnel Committee:** Report submitted with meeting materials. Kevin Hughes noted a number of vacancies were filled in the past month. He also reported that he met with Michigan Municipal Risk Management Authority (MMRA) representatives. They indicated based on risk experience and exposure, the agency could expect to receive a total distribution of just over \$114 thousand. He said he also reviewed renewal options for liability coverage. Hughes recommended the agency maintain its current \$5 million limit in coverage.

Motion by Evelyn Kolbe, seconded by Hubert Zuiderveen: *approve continuing liability coverage with MMRA at \$5 million limit.* Motion carried by unanimous acclamation.

Hughes next discussed the retirement of Human Resources Director, Becky Gaines. He said the agency was too big to not have an HR function. He earlier sent an email to Executive Committee members outlining a proposal to contract with HUB International to provide interim HR support through the end of the calendar year. He said contracting the services for the interim would allow him time to consider changes to the HR role, and how best to structure and locate the function within the agency.

A proposed contract with HUB International was distributed and discussed. Work to be provided by the contractor includes IRS reports required under the Affordable Care Act; compliance reviews and updates including FOIA and HIPAA; and supporting health plan open enrollment. Hughes said he and current HR Assistant Julie Hilkowski would handle other employment, benefits and employee relations matters. He said the projected cost of the contract would total about \$5 thousand per month. In response to a question, he said he expected to have a plan and would begin the process of recruiting someone to assume the HR role in November.

3. *HUB International Consulting Services Contract.* Motion by Art Adleman, seconded by Susan Rogers to approve the contract for Human Resources services as presented.

Roll Call vote:

Art Adleman	Yes	Laurie Jamison	Yes	Susan Rogers	Yes
Colleen Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
Craig Crambell	Yes	Charles Lange	Yes	Wally Taranko	Yes
John Fuscone	Yes	Jim Maike	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes

Motion Carried.

B. **Legislative Committee.** Evelyn Kolbe said she attended the annual MAC conference where a number of public health-related issues were discussed. Kevin Hughes reported the resolution approved by the BOH at the August meeting in support of banning powdered alcohol had been sent to State legislators. He said he received word from Representative Ray Franz that both Senate and House bills that would ban the sale and distribution of powdered alcohol had moved out of their respective committees, but there was no word yet when the bills would move to a vote.

**VII. Program Presentation**

Anne Young introduced Robin Walicki, immunization coordinator, who presented an update on DHD#10's immunization program. Walicki cited the potential cost savings of vaccines, and explained the principle of herd immunity. She also discussed the waiver education program implemented as a result of administrative rule changes at the state level. She said the immunization waiver rate in Michigan is at 4.8%, or fourth highest in the United States.

**VIII. Program Reports**

- A. **Environmental Health:** Monthly activity report submitted with meeting materials. Tom Reichard discussed the prospect of substantial cost increases in shipping water samples from the northern counties to the regional water laboratory in Kent County. He also discussed the Point-of-Sold program legislation supported by the Michigan Realtors Association. The proposed program would replace local code and require an evaluation of septic and well facilities after a property is sold. He said the program was similar to the Point-of-Sale program currently in Kalkaska and Manistee Counties. The current program in the two counties requires septic and well inspections before a home is sold.
- B. **Personal Health:** Written report submitted with meeting materials. Anne Young discussed the single case of bubonic plague recently reported in Michigan. She explained the individual contracted the disease in Colorado. Also, the disease is effectively treated by modern antibiotics.
- C. **WIC:** Report submitted with meeting materials. Anne Bianchi reported the site visit by a representative from the National WIC Association to evaluate the Community Partnerships for Healthy Mothers and Children project was very favorable. Included in her report was a copy of a press release concerning a local restaurant that introduced new menus to promote healthy food choices as part of the Community Partnerships project. She also reported on staffing additions and changes in the division.
- D. **Health Promotion:** Report submitted with meeting materials. Sarah Oleniczak reported that the Manistee County Health Summit held August 13 was well attended and received. She distributed a testimonial written by a LiveWell Campaign participant who reported significant weight loss for both her husband and herself. Oleniczak also highlighted the upcoming October kick off of a substance abuse prevention program in Lake County.
- She next reported on a number of activities and results in meeting Community Health Plan Initiative objectives. She summarized progress by the Norther Michigan Chronic Disease Prevention Coalition in developing and implementing goals and strategies.

Oleniczak also reported the proposal to nominate former Health Officer, Linda VanGills, for the Roy Manty Distinguished Service Award was submitted. The award will be presented at the Michigan Premier Public Health Conference on October 7, 2015.

## IX. Administrative Reports

A. Medical Director: Report submitted with meeting materials. Dr. Jennifer Morse was attending a state conference on family planning and was not at the Board meeting. Kevin Hughes summarized her report which included a review of healthy nutrition standards for children attending school, and guidelines for limiting access by students to competitive (less nutritious) food options. She highlighted a State initiative – Healthy Schools Action Tools (HSAT) – to help Michigan schools create a culture to support healthy school environments.

Kevin Hughes said healthy students are better learners, and recommended approval of Dr. Morse's recommendations:

- (1) Encourage school districts to register and use assessment and action planning tools available from HSAT; and
- (2) Encourage schools to use assessments to guide change toward healthier schools to promote healthier children and improve learning and health.

Motion to approve recommendations by Richard Schmidt, seconded by Steve Johnson. Motion carried by unanimous acclamation.

B. Health Officer: Written report submitted with meeting materials. Kevin Hughes said he received a letter indicating DHD#4 was interested in contracting for Health Officer services. Hughes said he was not recommending pursuing the contract. No further discussion.

Hughes and Christine Lopez completed a one-year leadership training program through the MidAmerica Regional Public Health Leadership Institute. He said the training program would start again in November and he recommended two more staff attend.

He next provided an update on proposed policy changes from Michigan Community Dental Clinics. He said MCDC would be honoring existing agreements to not open services to insured patients and compete with private dentists. He said the clinics in DHD#10's jurisdiction were operating with full appointment schedules.

Hughes next discussed the proposed contract for epidemiology services included with the meeting materials. He explained DHD#10 currently participated with Mid- and Central Michigan Health Departments in sharing a contract with an epidemiologist. He said the proposed renewal agreement would increase the cost of services by \$500 to \$10,500 for FY 2016. He said the agency was very satisfied with the services provided under the agreement, and recommended renewal. Motion by Evelyn Kolbe; seconded by Jim Maike, to renew the Epidemiological Support Services contract with Mid-Michigan District Health Department as proposed.

### Roll Call vote:

Art Adleman	Yes	Laurie Jamison	Yes	Susan Rogers	Yes
Colleen Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
Craig Crambell	Yes	Charles Lange	Yes	Wally Taranko	Yes
John Fuscone	Yes	Jim Maike	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes

### Motion Carried.

Hughes then reported on a public health emergency that was declared in a rural Indiana county in response to an increase in the number of HIV cases. The CDC evaluated the circumstances surrounding the outbreak and developed a predictive model to identify other communities in the

U.S. where significant rises in HIV cases could occur. Based upon the model, 11 Michigan counties, including three in the DHD#10 health jurisdiction, were identified as having increased risk for the possibility of a similar event. The three counties in the agency's jurisdiction are Crawford, Kalkaska and Lake. Members were advised that expected publication of the CDC's model in medical journals could spark local media interest. He said he participated in a conference call with MDHHS and other health departments with identified at risk counties to discuss next steps which could include meetings with community partners, and increased education and surveillance, as well as implementing more rapid testing procedures. In response to a question, he clarified that the counties were identified as at risk primarily due to high numbers of Hepatitis C cases; and there currently are no reported issues with increases in HIV cases.

Members were invited to attend the All Staff meeting at Crystal Mountain on October 2. Hughes also reminded members that the October 30 Board meeting would be held at Fox Hill and employee recognition awards would be presented after meeting. He invited members to plan on staying for the event and special luncheon.

**X. Other Business**

Hughes said he received a letter from retired Medical Director, Dr. Robert Graham. Dr. Graham said he received a "clean bill of health" from his doctors.

- XI. Next Meeting:** September 30, 2015, at 9:30 a.m. at the Fox Hills Event Center, Cadillac. Members were invited to attend the Employee recognition luncheon immediately following the meeting..

**XII. Adjournment**

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

---

*Ray Steinke, Chair*

*Date*

---

*Ken Hilliard, Secretary*

*Date*