



BOARD OF HEALTH

Meeting Minutes

March 18, 2016

Materials distributed at the meeting: Finance Report, Letter from the Auditor, Environmental Health Monthly Activity Report, Health Promotion Report, copy of e-mail forwarded from Dr. Robert Graham.

- I. **Call to Order:** Chair Ray Steinke called the meeting to order at 10:00 a.m.
- II. **Roll Call – Members Present:** Art Adleman, Colleen Carrington-Atkins, Patty Cox, John Fuscone, Ken Hilliard, Star Hughston, Steve Johnson, Evelyn Kolbe, Charles Lange, Jim Maike, Denny Powers, Richard Schmidt, Ray Steinke, Wally Taranko, Gary Taylor
 - Members Excused:** Shelley Pinkelman, Phil Lewis, Hubert Zuiderveen,
 - Members Absent:** Craig Crambell, Charles Vayda
 - Staff Present:** Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Tom Reichard, Shelli Smith
 - Guests:** Vickie Crouch, CPA, Layton and Richardson, P.C.
- III. **Approval of the Agenda:** Motion by Jim Maike, seconded by Richard Schmidt to approve the agenda. *Motion carried.*
- IV. **Board Member Recognition:** Chair Ray Steinke recognized and welcomed newly-appointed member, Star Hughston, Missaukee County. Chair Steinke also acknowledged Art Adleman who was attending his last meeting. He said Adleman was a pleasure to work with on both the Mecosta County Board of Commissioners and the Board of Health. Adleman thanked the members present and said it was his pleasure to serve.
- V. **Approval of the Meeting Minutes:** Corrections requested: delete two names from Members Present; and correct word error in Executive Committee report. Motion by Charles Lange, seconded by John Fuscone, to approve minutes of the February 26, 2016, meeting as corrected. *Motion carried.*
- VI. **Public Comment:** None.
- VII. **Committee Reports**
 - A. Executive Committee: No report.
 - B. Finance Committee: The committee did not meet. Christine Lopez distributed the Finance Report for the month ended February 29, 2016. According to the report, month end cash balance was \$3.8 million. January revenues totaled \$1.4 million, with \$1.5 million in expenses. Also, of \$2.1 million in accounts receivable, almost 75% are current, with 5.8% aged 91+ days.
 - 1. Accounts Payable and Payroll – Action Item. Motion by Adleman, seconded by Ken Hilliard, to approve Accounts Payable and Payroll total of \$1,245,740.51

Roll Call vote:

Art Adleman	Yes	Star Hughston	Yes	Denny Powers	Yes
Colleen Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
John Fuscone	Yes	Charles Lange	Yes	Wally Taranko	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Gary Taylor	Yes

Motion Carried.

Vickie Crouch, CPA, reviewed the report prepared by the auditing firm, Layton and Richardson, P.C. Crouch highlighted the management discussion and analysis portion of the report and selected footnotes. She noted that recommendations from the prior year audit report were addressed or were in process; and there were no recommendations included in this year's report. She distributed a summary letter of audit findings addressed to the Board. In the letter it was stated that no disagreements with management arose during the course of the audit. Board members asked questions concerning the MERS pension liability. Crouch said steps taken to make extra payments to the retirement fund would reduce the liability over the long-term.

2. *Accept FY 2015 Audit Report – Action Item.* Motion by Jim Maike, seconded by Colleen Carrington-Atkins to accept the audit report as presented.

Roll Call vote:

Art Adleman	Yes	Star Hughston	Yes	Denny Powers	Yes
Colleen Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
John Fuscone	NP	Charles Lange	Yes	Wally Taranko	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Gary Taylor	Yes

Motion Carried.

Finance Committee members were asked to remain after the meeting to select a member to fill the chair vacancy. The current vice chair could not move to chair as it would result in two members from the same county serving on the Executive Committee.

- C. **Personnel Committee:** Committee did not meet. Kevin Hughes reviewed the Human Resource report sent with the meeting materials. He reported a Workers Compensation Loss Analysis showed the agency was doing “very well.”
- D. **Legislative Committee:** Evelyn Kolbe, Ray Steinke, Kevin Hughes and Sarah Oleniczak will meet with legislators on March 23rd, for the MALPH legislative advocacy day. Hughes noted two bills addressing the legalization of Marijuana were proposed in the State legislature. He said he would provide a summary of pending legislation prepared by MALPH at the next meeting.

VIII. **Program Reports**

- A. Environmental Health: Monthly report submitted with meeting materials; monthly activity table distributed at the meeting. Tom Reichard reported sewer and well permits were up 14% due to the mild winter weather.
- B. Personal Health: Monthly report submitted with meeting materials. Kevin Hughes highlighted the report prepared by Anne Young. He said cases of toxic shock syndrome were reported in the DHD#10 jurisdiction. A second confirmed case of Zika virus was reported in Newaygo County; and flu activity continues to increase.
- C. WIC: Monthly report submitted with meeting materials. Anne Bianchi was attending a division staff meeting. Kevin Hughes said work was started on the second CDC grant in Lake County for Community Partnerships for Healthy Mothers and Children.
- D. Health Promotion: Shelli Smith distributed the report at the meeting. DHD#10 will be partnering with NW Michigan Health Services and Spectrum Health to promote Wise Woman services at a mobile mammography site in Hesperia. The outreach team is looking at strategies to increase health insurance literacy. Noting four grants recently awarded, Smith said the applications were successful because of the good work the agency was already doing.

IX. Administration Reports

- A. Medical Director: Report submitted with meeting materials. Dr. Jennifer Morse cited family planning as one of the great public health achievements of the 20th century. She explained the history of Title X of the Public Health Services Act which was intended to promote economic opportunities for disadvantaged women by increasing access to contraceptives. Studies have shown Title X programs have created improved health outcomes and cost savings. Title X funds may not be used to support abortion services. Following discussion, Chair Ray Steinke requested a motion and roll call vote.

3. *Approve Medical Director's Recommendation: Continue to support effective, safe and reliable contraceptive methods.* Motion to approve by Evelyn Kolbe, seconded by Gary Taylor.

Roll Call vote:

Art Adleman	No	Star Hughston	Yes	Denny Powers	Yes
Colleen Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Evelyn Kolbe	Yes	Ray Steinke	Yes
John Fuscone	Yes	Charles Lange	Yes	Wally Taranko	Yes
Ken Hilliard	No	Jim Maike	NP	Gary Taylor	Yes

Motion Carried.

- B. Deputy Health Officer: Report submitted with meeting materials. Sarah Oleniczak was attending a meeting. Kevin Hughes noted she completed training to serve as the agency's accreditation coordinator. DHD#10 is developing a grant for the Northern Michigan Public Health Alliance to reduce sodium in public schools, colleges and universities in 25 counties. The grant will be submitted in March with expected notice in August.
- C. Health Officer: Report submitted with meeting materials. A copy of the intergovernmental agreement with Missaukee County discussed last month was included in the meeting packet. DHD#10 is the lead agency on a grant to support cross-jurisdictional sharing with Mid- and Central Michigan District Health Departments. Board members were encouraged to attend the NALBOH conference scheduled for August 10 – 12. Hughes and Oleniczak will be presenting the annual report and other updates to the Boards of Commissioners in all ten counties in the agency's jurisdiction through May.

X. Other Business

Finance Committee members were reminded to remain after the meeting to select a committee chair.

[Following the meeting, Colleen Carrington-Atkins was selected as the Finance Committee Chair.]

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for April 29, 2016, at 9:30 a.m. Members were advised to note the earlier start time.

XII. Adjournment

Chair Ray Steinke adjourned the meeting at 10:58 a.m.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date