



BOARD OF HEALTH

Meeting Minutes

May 27, 2016

Materials distributed at the meeting: WIC report; Health Promotion report; Health Promotion monthly activities; Personal Health report; Environmental Health newsletter; Environmental Health Report Card; Family Planning Policy – charges for FP services.

- I. **Call to Order:** Chair Ray Steinke called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Colleen Carrington-Atkins, Patty Cox, Ken Hilliard, Steve Johnson, Charles Lange, Phil Lewis, Jim Maike, Tom O’Neil, Shelley Pinkelman, Richard Schmidt, Ray Steinke, Wally Taranko, Hubert Zuiderveen,

Alternate Present: Dean Gustafson

Members Excused: John Fuscone, Star Hughston, Evelyn Kolbe, Denny Powers, Gary Taylor,

Members Absent: Craig Crambell, Charles Vayda

Staff Present: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Tom Reichard, Shelli Smith, Anne Young

Guests: Natalie Davis, Missaukee County COA

- III. **Approval of the Agenda:** Motion by Jim Maike, seconded by Hubert Zuiderveen, to approve the agenda. Motion carried.

- IV. **Approval of the Meeting Minutes:** Motion by Shelley Pinkelman, seconded by Charles Lange, to approve minutes of the April 29, 2016, meeting as presented. Motion carried.

- V. **Public Comment:** None.

VI. **Committee Reports**

A. Executive Committee: No report.

B. Finance Committee: Chair Colleen Carrington-Atkins said the committee did not meet. Christine Lopez presented the financial report. Lopez said the month of April showed an increase in fund balance, and 30% of budgeted revenue from the State was received. She also noted the billing revenue total of \$2.9 million included \$1.5 million for the Medicaid cost settlement. April marked the first month in the agency’s history there was no outstanding balance for the cost settlement. Receivables due for the month totaled \$2.1 million with 84.3% current.

1. *Accounts Payable and Payroll – Action Item.* Motion by Phil Lewis, seconded by Richard Schmidt, to approve Accounts Payable and Payroll total of \$1,325,512.56.

Roll Call vote:

Colleen Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Dean Gustafson	Yes	Jim Maike	Yes	Wally Taranko	Yes
Ken Hilliard	Yes	Tom O’Neil	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes	Shelley Pinkelman	Yes		

Motion Carried.

Lopez reported a meeting was held with the Mason County Treasurer on a possible agreement to serve as the County Depository for agency funds. As they were still awaiting response, she did not have a recommendation for Board action (*agenda action item #2.*) She said she expected to have a recommendation for the County Depository for the June board meeting.

C. **Personnel Committee:** Chair Shelley Pinkelman reported the committee met May 6. Kevin Hughes noted the meeting materials included a copy of the committee meeting minutes, and several documents recommended by the committee for Board approval. The documents and Board actions were:

3. *Health Officer Job Description:* motion by Phil Lewis, seconded by Hubert Zuiderveen, to approve job description as presented. Motion carried by unanimous acclamation.
4. *Health Officer Performance Review Tool:* motion by Shelley Pinkelman, seconded by Charles Lange, to approve recommended performance review form and proposed performance plan. Motion carried by unanimous acclamation.
5. *Health Officer Performance Plan Worksheet:* worksheet to be presented quarterly to Board to show progress on performance plan factors. Worksheet modified per committee request to add “dashboard” using colors to distinguish progress levels. Motion by Shelley Pinkelman, seconded by Wally Taranko, to approve worksheet as presented. Motion carried by unanimous acclamation.
6. *Extended Medical Leave Policy:* revised policy incorporating changes recommended by HUB consultant. Motion by Shelley Pinkelman, seconded by Patty Cox, to approve policy as presented. Motion carried by unanimous acclamation.

Hughes also highlighted the Human Resources report. He said the directors and HUB consultant were looking at the implications of changes to overtime rules (Fair Labor Standards Act) that will go into effect December 1. Also, the HUB consultant was continuing work on reviewing personnel policies, and recommended the agency develop an Employee Handbook of the policies. Hughes met with MetLife representatives to review the Social Security Replacement plan. He said the MetLife representatives indicated the agency could expect no impact from the recent change in the company's ownership.

D. **Legislative Committee:** Kevin Hughes said legislation on requiring health department inspections of prison kitchens was moving forward. The Michigan Restaurant Association proposed that prison food services meet food safety training standards as required of restaurants.

VIII. **Program Presentation – Environmental Health Report Card**

Tom Reichard highlighted a report of 2015 division results. He said the results reflected continuing staffing challenges in the division. He noted the number of septic permits issued increased by 20% during the year. He said plans for the current year include opening the water laboratory in Ludington, increasing the rate of water sampling, and preparing for State accreditation. Also, during the year, the division will be phasing in new federal standards requiring more sampling of Type II water supplies.

IX. **Program Reports**

- A. Environmental Health: Monthly report and activities submitted with meeting materials. Annual food service newsletter distributed at the meeting.
- B. Personal Health: Monthly narrative report distributed at the meeting; activities and results tables submitted with meeting materials. Anne Young reported the joint MIHP and WIC quality improvement project has already resulted in increases in program enrollments in 9 out of 10 counties.
- C. WIC: Monthly report distributed at the meeting. Anne Bianchi reported State accreditation visits are scheduled for the week of June 6th, and would take place in Missaukee and Manistee counties. Kevin Hughes announced that Anne Bianchi was selected for the 2016 Leadership Award by the National WIC Association.

- D. Health Promotion: Monthly report distributed at the meeting. Shelli Smith reported division staff will be attending workshops on tobacco cessation conducted by Mayo Clinic in early June. She also included in her report information about “Girls on the Run,” and said the agency was interested in engaging more community partners to support the program.

Copies of a proposed policy on Family Planning charges were distributed at the meeting. It was explained that new federal guidelines required formal approval of the agency’s fee structure for lower-income clients.

7. *Family Planning Fee Policy*: motion to approve policy as presented by Hubert Zuiderveen; seconded by Shelley Pinkelman. Motion carried by unanimous acclamation.

IX. Administration Reports

- A. Medical Director: Report submitted with meeting materials. In her report, Dr. Jennifer Morse discussed antibiotic overuse, and resulting antibiotic-resistant infections. Annually, 2 million Americans contract antibiotic resistant infections that are also associated with 23,000 deaths. She also provided information on *Elizabethkingia* Infections.

8. *Approve Medical Director’s Recommendation: (1) Promote and support appropriate antibiotic prescribing and use; (2) Be aware of emerging infectious diseases.* Motion to approve by Evelyn Kolbe, seconded by Colleen Carrington-Atkins.

Motion Carried by unanimous acclamation.

- B. Deputy Health Officer: No written report. Sarah Oleniczak said an updated policy for compliance with the Freedom of Information Act was forwarded to the agency’s attorney for review, and would be sent to the full Board for final approval. She reported an improved communications plan was being developed and would clarify the role of the Public Information Officer, and establish a strategic plan for the agency. The final plan would be presented to the Board for review at a future date. Also, the agency was in the process of reviewing the Quality Improvement Plan, and looking at options for closer integration with a stronger performance management system and national accreditation guidelines. She said EH and IT staff, and an epidemiology intern, also met to discuss GIS mapping capacity and public health applications. The project received funding support from a TenCon grant.

- C. Health Officer: Report submitted with meeting materials. Kevin Hughes reported the proposal by Northern Michigan Public Health Alliance to establish a Community Health Innovation Region (CHIR – pronounced “shire”) was approved. The CHIR is intended to support integration of health care and social services, and promote system change to improve population health. DHD#10 is included in the 25-county Alliance jurisdiction.

Hughes said the agency was exploring prospects for implementing a Pathways Community HUB model. The model utilizes Community Health Workers to work with clients and assist them in connecting to social and healthcare resources. Sustainability for the program is feasible as billing for the services is allowable. The plan is to have the program in place by the next fiscal year.

Other highlights:

- State revenue estimates are down which could impact funding for local health departments.
- Preparations are underway for State accreditation visits the week of June 13.
- Members were invited to attend the NALBOH conference in August.

X. Other Business

None.

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for June 24, 2016, at 9:30 a.m.

XII. Adjournment

Chair Ray Steinke adjourned the meeting at 10:36 a.m.

Ray Steinke, Chair *Date*

Ken Hilliard, Secretary *Date*