



BOARD OF HEALTH

Meeting Minutes

June 24, 2016

Materials distributed at the meeting: WIC summary statistics; WIC presentation slides; letter from Catherine Jaskinski, attorney; Intergovernmental Agreement – Missaukee County; Mason County depository agreement; Personal Health narrative report; Health Promotion monthly report; Methamphetamine awareness flyers

- I. **Call to Order:** Vice-Chair Evelyn Kolbe called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Colleen Carrington-Atkins, Patty Cox, John Fuscone, Ken Hilliard, Star Hughston, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Jim Maike, Tom O’Neil, Shelley Pinkelman, Denny Powers, Richard Schmidt, Wally Taranko, Gary Taylor, Hubert Zuiderveen
 - Alternate Present:** Jerrilynn Strong
 - Members Excused:** Ray Steinke
 - Members Absent:** Craig Crambell, Charles Vayda
 - Staff Present:** Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Shelli Smith, Anne Young
 - Guests:** Natalie Davis, Interim Director, Missaukee County COA; Precia Garland, Missaukee County Administrator; Health Education Interns – Carlene Mirable, Erin Barrett
- III. **Approval of the Agenda:** Motion by Jim Maike, seconded by Richard Schmidt, to approve the agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Charles Lange, seconded by Hubert Zuiderveen, to approve minutes of the May 27, 2016, meeting as presented. *Motion carried.*
- V. **Public Comment:** Missaukee County representatives asked if they would be allowed to address the Board during the discussion on the intergovernmental agreement. Following a request by Shelley Pinkelman, the Board consensus was to open the discussion on the agreement.

A copy of the agreement was included in the meeting materials. Kevin Hughes reviewed the known history and recent Board discussions on the agreement. The Missaukee County administrator, and the COA interim director, expressed support for continuing the agreement. Questions were asked and answered. Colleen Carrington-Atkins noted the agreement required the COA to provide regular reports to the Board. The consensus was the COA director would provide a brief written summary annually to the Board.

Intergovernmental Agreement - Action Item. Motion by Shelley Pinkelman, second by Charles Lange to engage agency attorney to prepare a document for action at the July meeting to “sunset” the intergovernmental agreement with Missaukee County by July 1, 2019.

Roll Call vote:

Colleen Carrington-Atkins	Yes	Evelyn Kolbe	Yes	Denny Powers	Yes
Patty Cox	Yes	Charles Lange	Yes	Richard Schmidt	Yes
John Fuscone	No	Phil Lewis	Yes	Jerrilynn Strong	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Wally Taranko	Yes
Star Hughston	Yes	Tom O’Neil	Yes	Gary Taylor	No
Steve Johnson	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	No

Motion Carried.

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. According to the report, assets as of May 31 included \$4.4 million in cash. During May, the fund balance increased by almost \$60 thousand with revenues totaling \$1.53 million and expenses at \$1.47 million. Lopez said the balance of accounts receivable was \$1.8 million with over 89% of all accounts current.

- 1. *Accounts Payable and Payroll – Action Item.* Motion by Phil Lewis, seconded by Richard Schmidt, to approve Accounts Payable and Payroll total of \$1,300,654.64.

Roll Call vote:

Colleen Carrington-Atkins	Yes	Evelyn Kolbe	Yes	Denny Powers	Yes
Patty Cox	Yes	Charles Lange	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Jerrilynn Strong	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Wally Taranko	Yes
Star Hughston	Yes	Tom O'Neil	Yes	Gary Taylor	Yes
Steve Johnson	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	Yes

Motion Carried.

Lopez noted the Board previously approved a depository agreement and payment of a \$2,400 fee to Mason County. The Mason County Treasurer recently requested the agency to either terminate the agreement or increase the fee payment. The agency's auditor advised following the purchasing policy, and request bids for depository services from other counties in the district. Mason County responded and agreed to the same terms and fee amount already approved. A copy of the depository agreement was shared. Lopez recommended the Board approve the depository agreement with Mason County.

- 2. *County Depository Agreement – Action Item.* Motion by Shelley Pinkelman, seconded by John Fuscone to approve the agreement as presented. Motion revised to also include the start date of the agreement as July 1 (start of the quarter.)

Roll Call vote:

Colleen Carrington-Atkins	Yes	Evelyn Kolbe	Yes	Denny Powers	Yes
Patty Cox	Yes	Charles Lange	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Jerrilynn Strong	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Wally Taranko	Yes
Star Hughston	Yes	Tom O'Neil	Yes	Gary Taylor	Yes
Steve Johnson	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	Yes

Motion Carried.

- C. **Personnel Committee:** Chair Shelley Pinkelman reported the committee did not meet. Kevin Hughes reported the 2015 MERS Actuarial Report was received in early June. The report will be used in developing a proposed plan to address the unfunded liability. Hughes also said he was contacted by other employee benefit vendors interested in presenting the services they offer.
- D. **Legislative Committee:** No updates.

VII. **Program Presentation – WIC – An Investment in Children**

Anne Bianchi provided an overview of the WIC program's eligibility requirements, results and goals.

VIII. **Program Reports**

- A. Environmental Health: Monthly report and activities submitted with meeting materials. No questions.

- B. Personal Health: Monthly narrative report distributed at the meeting; activities and results tables submitted with meeting materials. Anne Young reported of 82 indicators evaluated during the accreditation review, all but two were met. She said corrections were already implemented for the two unmet indicators.
- C. WIC: Monthly report submitted with meeting materials. Anne Bianchi provided an update to the program's accreditation status. She said the program passed all indicators.
- D. Health Promotion: Monthly report distributed at the meeting. Shelli Smith introduced two health education interns, and highlighted recent program activities.

VIII. Administration Reports

- A. Medical Director: Report submitted with meeting materials. Dr. Jennifer Morse reported on Methamphetamines. She said the production of the illegal drug produces toxic waste. She distributed handouts on how to identify potentially hazardous items used in small batch production by the “one-pot” method of producing Methamphetamines.
 - 3. *Approve Medical Director's Recommendation: (1) Encourage public awareness of the signs and hazards of meth waste; (2) encourage awareness among retailers of production and chemicals used; (3) continue efforts to curtail intravenous drug use and increase prevention and screening for hepatitis and HIV.* Motion to approve by Hubert Zuiderveen, seconded by Wally Taranko.

Motion Carried.

- B. Deputy Health Officer: No written report. Sarah Oleniczak noted summary information and draft documents related to the Freedom of Information Act (FOIA) were included in the meeting materials. She said a revised FOIA policy would be presented to the Board for approval at a future meeting.

Oleniczak also said she was present at some of the site visits during the State accreditation. She said the state reviewers were impressed with the work performed by the staff, the quality of care provided, and how clients were treated with dignity and respect.

- C. Health Officer: Report submitted with meeting materials. Kevin Hughes reported the agency completed the accreditation process and received positive comments. His report included a summary of the number of indicators met by each program. He explained corrective action plans would be developed to resolve unmet indicators.

Included with his report was the Health Officer Performance Plan Worksheet with a summary of results achieved for the third quarter. He explained the worksheet summary of performance would be presented to the Board at least quarterly in accordance with the new performance appraisal process approved at the May meeting.

X. Other Business

None.

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for July 29, 2016, at 9:30 a.m.

XII. Adjournment

Vice Chair Evelyn Kolbe adjourned the meeting at 11:00 a.m.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date