



**BOARD OF HEALTH**

**Meeting Minutes**

*August 26, 2016*

**Materials distributed** at the meeting: July Finance Report; MERS Actuarial Report; FY17 Budget Memo and proposed budget; WIC monthly report; Health Promotion monthly report; update to Medical Director report – Swine Flu and Zika Virus statistics; meeting materials delivery preference survey.

- I. **Call to Order:** Chair Ray Steinke called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Patty Cox, Steve Johnson, Charles Lange, Jim Maike, Tom O’Neil, Denny Powers, Richard Schmidt, Ray Steinke, Wally Taranko, Gary Taylor, Hubert Zuiderveen
  - Alternate Present:** Dean Gustafson
  - Present After Roll:** Shelley Pinkelman
  - Members Excused:** Colleen Carrington-Atkins, John Fuscone, Ken Hilliard, Star Hughston, Evelyn Kolbe, Phil Lewis
  - Members Absent:** Craig Crambell, Charles Vayda
  - Staff Present:** Jane Drake, Christine Lopez, Sarah Oleniczak, Tom Reichard, Shelli Smith, Robin Walicki, Anne Young
- III. **Approval of the Agenda:** Motion to approve by Jim Maike, seconded by Tom O’Neil. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Richard Schmindt, seconded by Charles Lange, to approve minutes of the July 29, 2016, meeting as presented. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
  - A. Executive Committee: No report.
  - B. Finance Committee: Christine Lopez reported the Finance Committee met on August 15 to review and recommend the proposed budget for FY 2017. The August 15 meeting agenda and minutes were distributed via mail or email to all BOH members, and copies were also available at the meeting. The finance report for the month of July was also distributed at the meeting. Lopez noted expenses for the month were below revenues which resulted in an increase to the fund balance of \$582 thousand. The balance of accounts receivable at month end was \$1.8 million with almost 92% of all accounts current.
    - 1. *Accounts Payable and Payroll – Action Item.* Motion by Hubert Zuiderveen, seconded by Wally Taranko, to approve Accounts Payable and Payroll total of \$1,516,138.97.

Roll Call vote:

Patty Cox	Yes	Tom O’Neil	Yes	Ray Steinke	Yes
Dean Gustafson	Yes	Shelley Pinkelman	<i>np</i>	Wally Taranko	Yes
Steve Johnson	Yes	Denny Powers	Yes	Gary Taylor	Yes
Charles Lange	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Jim Maike	Yes				

Motion Carried.

Copies of the MERS Annual Actuarial Valuation Report, dated December 31, 2015, were distributed at the meeting. Lopez noted the report was shared with the Finance Committee members at their meeting on August 15. According to the actuarial report, the funded level in the retirement plan is

estimated at 63%, with a total unfunded liability of \$10.8 million. The proposed budget includes additional payments to reduce the unfunded liability. The additional payments budgeted total \$1.5 million.

2. *FY 2016-18 Proposed Budget – Review for Future Action.*

A memo of key comments from Kevin Hughes on the proposed FY17 budget, with the proposed budget attached, was distributed and reviewed. Lopez noted the proposal included no increase in the County appropriations, and no salary increases. She explained the revenues shown were based on anticipated service levels. Volumes in some service areas have declined as more clients gain access to health insurance through the Affordable Care Act.

The proposed budget also reflects adjustments in staffing levels to stay in line with anticipated revenues. With the proposed budget, there will be 13 fewer staff positions - some current vacancies will not be filled; and six positions will either be eliminated or have reduced hours.

The proposed FY17 budget includes projected revenues of \$18.4 million, and expenses of \$18.6 million; with an expected decrease in fund balance by year-end of \$256 thousand. The budget detail also included comparisons of funding sources and amounts added, decreased or removed.

Sarah Oleniczak reminded the members the budget proposal would be presented again for final approval at the September 30 meeting.

- C. **Personnel Committee:** Chair Shelley Pinkelman confirmed the Personnel Committee would meet on September 9. Sarah Oleniczak highlighted the human resource monthly report submitted with the meeting materials. The HUB consultant completed a draft of a new Employee Handbook. The Handbook will be presented to the Personnel Committee and then to the full Board in November for review and approval. The health insurance renewal rate for 2017 was received from HUB. The expected rate increase will be included on the agenda for the Personnel Committee meeting on September 9.
- D. **Legislative Committee:** Included in the mailed meeting materials was a list of candidates for State representatives in the four Michigan House districts overlapping DHD#10's jurisdiction. With the list was a letter of invitation to the candidates to meet with agency staff and Board members. Members were encouraged to plan on attending to support public health advocacy. Motion by Jim Maike, support by Charles Lange, to approve the letter of invitation as presented. *Motion carried* by voice vote.

VII. **Program Presentation – Immunization Update**

Robin Walicki, Immunization Coordinator, provided an overview and update of the immunization program. She highlighted grant programs and marketing and outreach efforts to increase immunization rates through reminders and recalls.

VIII. **Program Reports**

- A. Environmental Health: Monthly report and activities submitted with meeting materials. Tom Reichard reminded members a proposal for water laboratory fees was included in the July meeting materials, and was also discussed at the July meeting. The proposal was included again in this meeting packet for final review and approval. Two water tests would be provided by the new DHD#10 water laboratory. The same \$20 fee was being proposed for each test.

- 3. *Water Laboratory Fees – Action Item.* Motion by Shelley Pinkelman, seconded by Steve Johnson, to approve proposed water laboratory fees of \$20 for bacterial sample, or \$20 for nitrate sample.

Roll Call vote:

Patty Cox	Yes	Tom O'Neil	Yes	Ray Steinke	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Steve Johnson	Yes	Denny Powers	Yes	Gary Taylor	Yes
Charles Lange	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Jim Maike	Yes				

Motion Carried.

- B. Personal Health: Monthly report, activities and results submitted with meeting materials. Anne Young reported 40% of flu vaccines ordered were expected to arrive in DHD#10 offices by the following week. She also highlighted from her report a success story concerning efforts by a nurse to help an MIHP client overcome postpartum depression.
- C. WIC: Monthly report distributed at the meeting. Anne Bianchi was absent. Sara Oleniczak noted a reviewer from the CDC visited Lake County to evaluate grant activities and progress on the Community Partnerships for Healthy Mothers and Children project. By all indications, the reviewer was pleased with the work accomplished and the project results.
- D. Health Promotion: Monthly report distributed at the meeting. Shelli Smith discussed the placement of a permanent receptacle for unused prescription medications in the Mason County Sheriff's Office, and other substance abuse prevention programs. She also noted the Shelby Adolescent Health Center provided 146 unduplicated services since July. She said the number was largely due to the availability of sports physicals.

### VIII. Administration Reports

- A. Medical Director: Report submitted with meeting materials. Updated statistics on Swine flu and Zika virus were distributed at the meeting Dr. Jennifer Morse was absent. Sarah Oleniczak noted the report provided an overview and information on Swine flu and Zika. Anne Young explained that the agency is participating with the CDC on a pilot project to monitor individuals who attend county fairs and contract flu-like symptoms. No recommendations were included in the report.
- B. Deputy Health Officer: Written report submitted with meeting materials. Included with the report were copies of the proposed Freedom of Information Act (FOIA) public summary and policy. Sarah Oleniczak explained the policy would ensure compliance with state law, and requested approval.
  - 4. *Approve FOIA Public Summary and Policy – Action Item.* Motion by Hubert Zuiderveen, seconded by Richard Schmidt, to approve summary and policy as presented.

Roll Call vote:

Patty Cox	Yes	Tom O'Neil	Yes	Ray Steinke	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Steve Johnson	Yes	Denny Powers	Yes	Gary Taylor	Yes
Charles Lange	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Jim Maike	Yes				

Motion Carried.

Oleniczak next highlighted the Community Health Innovation Region (CHIR) project. She noted DHD#10 was involved with the project as part of the Northern Michigan Public Health Alliance. The project was one of only five funded in the state, and the only project with a rural healthcare focus. She also noted funding was approved for a project to replace exterior door locks at all of the agency's offices. Bids for the new locks would be solicited from at least two vendors.

- C. Health Officer: Report submitted with meeting materials. Kevin Hughes was absent. Sarah Oleniczak noted a copy of the MCDC contract in 2008, and a proposed amendment to take effect in 2016, were included in the meeting packet. The amendment is to reflect the change to allow provision of services to insured patients. Hughes recommended approval of the amendment in his report.
  - 5. *Approve MCDC Contract Amendment – Action Item.* Motion by Richard Schmidt, supported by Hubert Zuiderveen to approve the amendment as presented.

Roll Call vote:

Patty Cox	Yes	Tom O'Neil	Yes	Ray Steinke	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Steve Johnson	Yes	Denny Powers	Yes	Gary Taylor	Yes
Charles Lange	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Jim Maike	Yes				

Motion Carried.

Oleniczak next requested approval of the contract renewal for the Medical Director. A copy of the contract was included with the meeting materials.

6. *Approve Medical Director Contract – Action Item.* Motion by Shelley Pinkelman, seconded by Steve Johnson, to approve the agreement with Mid-Michigan and Central Michigan District Health Departments for physician services.

Roll Call vote:

Patty Cox	Yes	Tom O'Neil	Yes	Ray Steinke	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Steve Johnson	Yes	Denny Powers	Yes	Gary Taylor	Yes
Charles Lange	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Jim Maike	Yes				

Motion Carried.

Oleniczak next pointed out Kevin Hughes discussed in his report a harm reduction initiative to reduce the spread of HIV and Hepatitis C. Hughes said in his report outbreaks of these infections were linked with the sharing of needles for drug abuse. It was suggested members consider the possibility of exploring needle exchange programs in high risk counties to protect communities against the spread of potentially fatal infections.

**X. Other Business**

Shelley Pinkelman said she attended the NALBOH conference earlier in the month where DHD#10 was touted a number of times as a leader and innovator in public health. She said the board and staff should be very proud.

Members were asked to indicate preference for delivery method – mail or email – of monthly meeting packet on a distributed survey.

**XI. Next Meeting**

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

**XII. Adjournment**

Chair Ray Steinke adjourned the meeting at 10:47 a.m.

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Ray Steinke, Chair

Date

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Ken Hilliard, Secretary

Date