



**BOARD OF HEALTH**

**Meeting Minutes**

October 28, 2016

**Materials distributed** at the meeting: Clinics Fee Schedule, Community Health Needs Assessment Update, County Issue Brief – sample; Health Officer Performance Review Memo and Proposed Assessment.

Meeting was held at Cherry Grove Event Center, Cadillac. Location was duly noticed and posted.

- I. **Call to Order:** Ken Hilliard, Board Secretary, called the meeting to order at 9:34 a.m.
- II. **Roll Call – Members Present:** Colleen Carrington-Atkins, Patty Cox, John Fuscone, Ken Hilliard, Steve Johnson, Charles Lange, Tom O’Neil, Denny Powers, Richard Schmidt, Wally Taranko, Gary Taylor, Hubert Zuiderveen
  - Alternate Present:** None
  - Members Excused:** Star Hughston, Evelyn Kolbe, Phil Lewis, Jim Maike, Shelley Pinkelman, Ray Steinke
  - Members Absent:** Craig Crambell, Charles Vayda
  - Staff Present:** Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Tom Reichard, Shelli Smith, Jan Wiltse, Anne Young
- III. **Approval of the Agenda:** Motion to approve by Steve Johnson, seconded by Hubert Zuiderveen. Motion carried.
- IV. **Approval of the Meeting Minutes:** Motion by Charles Lange, seconded by Gary Taylor, to approve minutes of the September 30, 2016, meeting with name spelling corrections. Motion carried.
- V. **Public Comment:** None.
- VI. **Committee Reports**
  - A. **Executive Committee:** Committee did not meet. Kevin Hughes said a meeting would be scheduled sometime in December to review and discuss the Health Officer performance evaluation.
  - B. **Finance Committee:** Committee Chair, Colleen Carrington-Atkins, said the committee did not meet and invited Christine Lopez, Administrative Services Director, to present the finance report. Lopez noted the month- and year-end report for September was marked “draft” as the figures were not yet finalized. She expects a final report to be ready for Board review at the November meeting. She also said the auditors were scheduled to be onsite December 12.  
  
Lopez reported the September balance sheet showed \$3.7 million cash on hand, and a fund balance decrease of \$250 thousand which was on target with budget projections. Total revenue for the fiscal year was just over \$19 million, with \$1.5 million currently in accounts receivable.
- 1. **Accounts Payable and Payroll – Action Item.** Motion by Colleen Carrington-Atkins, seconded by Patty Cox, to approve Accounts Payable and Payroll total of \$1,433,043.66.

Roll Call vote:

C. Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Charles Lange	Yes	Wally Taranko	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes

Motion Carried.

2. *Proposed FY2016-17 Fee Schedule – Action Item*

Lopez reminded the members a proposed fee schedule for the Adolescent Health Clinics was distributed at the September meeting. She said a decision was made to prepare a combined fee schedule for all medical/clinical services. A copy of the proposed fee schedule was distributed. Lopez explained the schedule excluded fees for vaccines and contraceptives as these were previously approved by the Board and are adjusted as appropriate when prices change.

Motion by Gary Taylor, seconded by John Fuscone, to approve FY16 Fee Schedule as presented.

Roll Call vote:

C. Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Charles Lange	Yes	Wally Taranko	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes

Motion Carried.

- C. Personnel Committee: Kevin Hughes reported the committee would meet November 11 to review an updated version of an employee handbook summarizing personnel policies. Based on the committee’s recommendations, a final version of the handbook would be prepared and presented for Board review at the December 16 meeting.

Hughes also reported open enrollment sessions were scheduled for employees at all agency offices during November. An online portal for benefits changes and updates would be utilized by employees again this year.

Hughes also highlighted a list of employees who achieved longevity milestones, and encouraged members to attend the luncheon following the meeting.

- D. Legislative Committee: Kevin Hughes said four candidates for State House seats accepted invitations to meet on October 3 at the Wexford office to receive an overview of public health priorities and an introduction to the Health Department. Mecosta County BOH members, Ray Steinke and Tom O’Neil also attended one of the meetings.

Hughes said in past years the Board invited current legislators to attend the December meeting to review and discuss legislative priorities. He asked if the Board was interested in continuing the past practice of inviting current legislators to attend the December meeting to review and discuss legislative priorities. The consensus of members present was to invite current State Representatives and Senators. Hughes said a summary of legislative priorities would be presented at the November meeting for Board review and approval.

Hughes also discussed the opiate abuse epidemic and new legislation to make an overdose antidote available over-the-counter. He noted deaths from opiate overdoses were up 14%, and the problem is touching all counties.

**VII. Program Presentation – Community Health Needs Assessment Progress Notes**

Shelli Smith, Health Promotion Director, introduced Jan Wiltse, Health Planner. Wiltse distributed a summary and update of the Community Health Needs Assessment (CHNA.) She explained the process for collecting and analyzing community health data, and its use in evaluating and prioritizing community priorities. The priorities selected through the community planning and review process will be incorporated into the Community Health Improvement Plan, and will also be used in developing the agency’s strategic plan and various grant opportunities.

Wiltse said a summary report of the CHNA and the top three health issues identified for each county would be published and available for review before the end of the year.

**VIII. Program Reports**

- A. Environmental Health: Quarterly quality assurance report and monthly activities submitted with meeting materials. No questions. Reichard said he would present a proposed schedule of fees for Environmental Health services for review at the November meeting, and as an action item at the December meeting.
- B. Personal Health: Monthly report, activities and results submitted with meeting materials. Anne Young reported the month of October was busy with immunizations. She said a physician in Manistee published an article advocating vaccines. She also noted additional grant dollars to test for elevated lead levels were received from the State. It was explained the testing was for elevated lead in blood resulting from exposure to lead paint in old houses – not water. The process for obtaining water lead test results from the State was also explained.
- C. WIC: Monthly report distributed with meeting materials. Anne Bianchi noted the department collects over 1,500 blood samples from children and infants each year for blood lead tests. The tests are completed by the State laboratory.
- D. Health Promotion: Monthly report distributed with meeting materials. Shelli Smith reported accreditation site visits for the Adolescent Health Clinics were conducted the week of October 17. She said overall the visits went well.

**VIII. Administration Reports**

- A. Medical Director: Report submitted with meeting materials. Dr. Jennifer Morse was absent. Kevin Hughes noted the report concerned mental health awareness week, warning signs of depression and suicide prevention. Dr. Morse’s recommendations were (1) Be understanding – of the mental health struggles of others; (2) Seek help – if mental illness is suspected; and (3) Recognize suicide warning signs.

Motion by Richard Schmidt, seconded by Patty Cox, to approve the recommendations as presented.  
Motion Carried.

- B. Deputy Health Officer: Written report submitted with meeting materials. Kevin Hughes reported Sarah Oleniczak completed FEMA emergency preparedness training, and was actively involved in work on the cross-jurisdictional sharing grant.
- C. Health Officer: Kevin Hughes highlighted his report submitted with the meeting materials. He said the legislative candidates he met with on October 3 commented the information and overview presented was beneficial.

Included in the meeting materials was a summary of the work accomplished on the Cross-Jurisdictional Sharing project. Hughes noted the group wrapped up work on immunization recalls, and would proceed with looking at sharing opportunities related to human resources and billing.

Hughes requested approval of a contract renewal with Mid-Michigan District Health Department for epidemiological support services. He explained that the services provided were essential and cost effective, and the proposed contract cost of \$10,600 was \$100 more than the current contract.

*3. Contract Renewal: Epidemiological Support*

Motion by Hubert Zuiderveen, seconded by Wally Taranko, to approve renewal of shared contract for epidemiological services in the amount of \$10,600.

Roll Call vote:

C. Carrington-Atkins	Yes	Steve Johnson	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Charles Lange	Yes	Wally Taranko	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes

Motion Carried.

Hughes next discussed the Health Officer performance evaluation worksheet submitted with his report. He explained the tool was part of the revised evaluation process approved by the Board. He distributed copies of a memo and performance plan self-assessment. According to the process summarized in the memo, the Executive Committee members will complete assessments of the Health Officer's performance using the new tool, and return these to the Board Chair. The Board Chair will compile an aggregate assessment based on the information received from the committee members. The compiled assessment will be reviewed and discussed with all members at the November 18 meeting. From this discussion, a final performance evaluation will be prepared. A meeting with the Health Officer and Executive Committee will be scheduled in December to review and finalize the performance assessment and a new performance plan for the next review period.

**IX. Other Business**

No other business presented at this time.

**X. Next Meeting**

The next regular meeting of the Board of Health is scheduled for November 18 at 10:00 a.m. Members were advised to note the meeting will occur on the third Friday of the month, and will start one half hour later.

**XI. Adjournment**

Secretary Ken Hilliard adjourned the meeting at 10:31 a.m.

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*Ray Steinke, Chair*

*Date*

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*Ken Hilliard, Secretary*

*Date*