



BOARD OF HEALTH

Meeting Minutes

February 24, 2017

Materials distributed at the meeting: 2016 Annual Report (final); Community Health Needs Assessment – County Data Summaries; WIC Monthly Report; Medical Director Monthly Report; Drinking Water Laboratory form

- I. **Call to Order:** Jim Maike, Vice Chair, called the meeting to order at 10:00 a.m.
- II. **Roll Call – Members Present:** Betty Dermeyer, Star Hughston, Pauline Jaquish, Bryan Kolk, Jim Maike, Martha Meyette, Tom O’Neil, Shelley Pinkelman, Denny Powers, Joan Runnels, Richard Schmidt, James Sweet, Wally Taranko, Gary Taylor
Alternates Present: Roger Ouwinga, Jerrilyn Strong
Members Excused: Patty Cox, Charles Lange, Phil Lewis, Judy Nichols, Ray Steinke, Hubert Zuiderveen
Staff Present: Anne Bianchi, Jane Drake, Matt Fournier, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Donna Norkoli, Tom Reichard, Anne Young
- III. **Approval of the Agenda:** Motion to approve by Shelley Pinkelman, seconded by Richard Schmidt. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Shelley Pinkelman, seconded by Denny Powers, to approve minutes of the January 27, 2017, meeting. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
 - A. Executive Committee: Did not meet. No report.
 - B. Finance Committee: Richard Schmidt, committee chair, said the committee did not meet. Christine Lopez, Administrative Services Director, gave the financial report. According to the report, assets totaled almost \$7.7 million at the end of January. Revenues for the month totaled \$1.4 million and expenses were \$1.6 million. Year-to-date, the fund balance showed an increase of \$381 thousand.
 - 1. *Accounts Payable and Payroll – Action Item.* Motion by Shelley Pinkelman, seconded by Richard Schmidt, to approve January Accounts Payable and Payroll total of \$1,342,707.12.

Roll Call vote:

Betty Dermyer	Yes	Tom O’Neil	Yes	Richard Schmidt	Yes
Star Hughston	Yes	Roger Ouwinga	Yes	Jerrilyn Strong	Yes
Pauline Jaquish	Yes	Shelley Pinkelman	Yes	James Sweet	Yes
Bryan Kolk	Yes	Denny Powers	Yes	Wally Taranko	Yes
Jim Maike	Yes	Joan Runnels	Yes	Gary Taylor	Yes
Martha Meyette	Yes				

Motion Carried.

- C. Personnel Committee: Shelley Pinkelman, committee chair, said the committee did not meet. Kevin Hughes, Health Officer, highlighted the report included in the meeting materials. Hughes explained the contractor providing human resources services was with a new employer. He hoped to establish a contract with her new employer so they could continue the relationship.

He also discussed the Social Security replacement plan and recent corporate changes. MetLife was the provider of investment services for the Social Security replacement plan. It recently sold the business to Mass Mutual. Hughes said he had begun investigating options for ensuring proper plan administration, and expected to be able to provide recommendations to the Board by the end of the fiscal year.

- D. Legislative Committee. Shelley Pinkelman, chair, said public health was included in discussions at a MAC meeting. Kevin Hughes reminded members of the MALPH legislative advocacy day scheduled for April 19. He also noted the legislative update provided by MALPH included in the meeting materials.

VII. Program Presentation

- A. Community Health Needs Assessment: Kevin Hughes explained Board approval of the Community Health Needs Assessment (CHNA) plan was needed so work could move forward on the Community Health Improvement Plan. Donna Norkoli, Community Health Planner, presented information on the CHNA process and plan. Quantitative and qualitative data on various key factors related to community health was collected. From these data, eight issues were identified. Through work with partners and collaboratives, three priority issues were selected for each county. A summary of the priority issues was included with the meeting materials. Each county will develop strategies and objectives to address the identified priority issues in the next phase of work.

3. *Approve 2017 CHNA Plan – Action Item.* Motion by Shelley Pinkelman, seconded by Richard Schmidt, to approve the Community Health Needs Assessment Plan and identified priority areas as presented. Motion carried.

- B. Water Laboratory: Matt Fournier, Environmental Health Supervisor, presented on the new water testing laboratory facility in the Mason County, Ludington, office. He explained the Department of Environmental Quality (DEQ) recently completed a review of the facility. It is expected the laboratory will qualify for DEQ certification, and should be able to begin full operations soon.

Fournier said the laboratory will be more convenient and cost effective for customers. In addition to continuing beach monitoring tests, the laboratory will also offer bacteria and nitrate testing for drinking water. He also explained the laboratory will offer a unique service in nitrate testing that will mean the samples will not have to be submitted in coolers.

VIII. Program Reports

- A. Environmental Health: Monthly report included with meeting materials. Tom Reichard responded to one question concerning the nature of complaints received by the department. He listed the types of complaints received, and noted many often concern housing issues the agency does not handle.
- B. Personal Health: Monthly report included with meeting materials. Anne Young reported 112 women were now enrolled in the Healthy Futures Program. She also praised Spectrum Health Ludington Hospital for achieving its fifth year on the Hepatitis B Birth Dose Honor Roll.
- C. WIC: Monthly report distributed at the meeting. Anne Bianchi said the Dental Services program was “off to a good start” and over 350 children had received fluoride varnish treatments, and oral screenings. She also reported there have been State-level discussions of the continuing decline in WIC caseloads. Nationwide, only one-third of WIC agencies are above 90% of the required caseload numbers.

Bianchi also discussed a case of potential food fraud. She explained that WIC is federally-funded and is required to investigate any suspected fraud involving food distributed through the program. She said a family is suspected of selling infant formula received from the program, and has requested a Fair Hearing on the matter. The hearing is scheduled for March. Bianchi said this is the first situation in her 24 years with the WIC program that a matter involving fraud has gone to hearing.

- D. Health Promotion: Monthly report included with meeting materials. Kevin Hughes said an internal candidate was selected for a new position as division manager. She would be introduced to the Board at the March meeting.

VIII. Administration Reports

- A. Medical Director: Report distributed at the meeting. Dr. Jennifer Morse said after the recent incident involving vapor intrusion in Big Rapids, she thought more information about the matter would be useful. The report covered the sources and risks associated with vapor intrusion. The recommendations offered concerned increasing awareness and understanding of vapor intrusion.
2. Motion by Shelley Pinkelman, seconded by Richard Schmidt, to approve the Medical Director's recommendations. Motion carried.
- B. Deputy Health Officer: Monthly report submitted with meeting materials. Kevin Hughes noted the report concerned the CHNA plan and priorities discussed and approved earlier in the meeting.
- C. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes said he included an update of the Mecosta County vapor intrusion incident. The situation was still being monitored, and he will continue to keep the Board informed.

He also said the Governor's proposed budget would provide no increase in funding for public health essential services. The Governor was proposing additional investments in drinking water quality and vapor intrusion services but it was not clear if local health departments would receive any additional funding as a result. He also explained the report of the Governor's Public Health Commission was expected in April. At the last meeting, the commission discussed possible structural changes to how public health is organized in the State government.

Hughes invited Board members to participate in the MALPH Day at the Capitol in April, and the NALBOH conference in August. He also said he would not be present at the March meeting.

IX. Other Business

None.

X. Next Meeting

The next regular meeting of the Board of Health is scheduled for March 31 at 10:00 a.m.

XI. Adjournment

Jim Maike, Vice Chair, adjourned the meeting at 11:27 a.m.

Ray Steinke, Chair

Date

Charles Lange, Secretary

Date