



## **BOARD OF HEALTH**

### **Meeting Minutes**

July 28, 2017

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**Materials distributed** at the meeting: MALPH Marijuana summary paper; Marijuana Extracts: Products and Devices (presentation slides;) 401a SSRP Fee Comparison tables.

- I. **Call to Order:** Jim Maike, Vice Chair, called the meeting to order at 9:35 a.m.
- II. **Roll Call – Members Present:** Patty Cox, Betty Dermeyer, Pauline Jaquish, Bryan Kolk, Charles Lange, Jim Maike, Martha Meyette, Judy Nichols, Tom O’Neil, Shelley Pinkelman, Denny Powers, Joan Runnels, Richard Schmidt, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen  
**Members Excused:** Star Hughston, Phil Lewis, Ray Steinke  
**Alternates Present:** Roger Ouwinga, Jerrilyn Strong  
**Staff Present:** Anne Bianchi, Jen Hansen, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Mary Winkelmann  
**Guests:** Tom Reehorst and Daniel Darby, MassMutual
- III. **Approval of the Agenda:** Motion to approve by Richard Schmidt, seconded by Patty Cox. *Motion carried.* (Personnel Committee report moved to first order to accommodate MassMutual guests.)
- IV. **Approval of the Meeting Minutes:** Motion by Chuck Lange, seconded by Hubert Zuiderveen, to approve minutes of the June 30, 2017, meeting. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
  - A. Personnel Committee: Kevin Hughes reported the committee met Friday, July 21. He provided a brief background and history of the agency’s Social Security replacement plan, and the selection of MetLife as the plan service provider. Recently, MetLife sold the assets for the agency’s and similar plans to MassMutual. Plan services and retirement planning were being provided by then MetLife representative Tom Reehorst. He recently advised Hughes that with the sale of the plan, he was now employed by MassMutual. Under pending federal rules changes, and the change in plan ownership, Reehorst may not be able to continue to provide personal assistance to employees. Without the outside support, the work of assisting employees in enrolling in the plan, processing changes, and advising on plan options and retirement planning, would fall to agency human resources or administrative staff. The agency would also assume all liability associated with these functions.  
  
At the current plan asset level, DHD#10 has other options for plan administration and lower fees. These were presented to the Personnel Committee for review. A summary of fees from three vendors was reviewed by the committee and distributed to all members at the meeting. The Committee recommendation was to move the plan for all current and retired employees from MetLife to MassMutual with continued personal support services provided by Tom Reehorst.
    1. *Social Security Replacement Plan Change – Action Item.* Motion by Shelley Pinkelman, seconded by Richard Schmidt, to move plan administration from MetLife to MassMutual.

Roll Call vote:

Patty Cox	Yes	Judy Nichols	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Tom O'Neil	Yes	Jerrilyn Strong	Yes
Pauline Jaquish	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Bryan Kolk	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Charles Lange	Yes	Denny Powers	Yes	Gary Taylor	Yes
Jim Maike	Yes	Joan Runnels	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes				

Motion Carried.

Hughes next reported the Personnel Committee reviewed and made recommendations on two other items. First, short-term disability coverage for employees is currently self-funded by DHD#10. In the past, the agency's medical director would review eligibility for disability payments. Hughes requested support by the Board to pursue a formal quote from HUB to provide eligibility determination services in order to limit potential conflicts and risk of liability to the agency. Board consensus was to support the request. Hughes to present findings and a recommendation at a later meeting.

Next, the Personnel Committee recommended the Board approve a schedule for observance of the Christmas Eve, Christmas Day, and New Year's Eve, and New Year's Day holidays.

2. *Approve holiday observance dates:* December 25 and 26, and December 29 and January 1. Motion to approve recommended holiday schedule by Shelley Pinkelman, seconded by Richard Schmidt.

Motion carried.

- B. Executive Committee: Did not meet. Jim Maike advised the committee will meet in October to review the Health Officer contract.
- C. Finance Committee: Committee did not meet. Christine Lopez, Administrative Services Director, indicated a committee meeting would be scheduled for Friday, August 18, to review the budget for fiscal year 2018. She reviewed the financial report for the month ended June 30, 2017. The report showed an increase in fund balance, with year-to-date total revenues at \$14.5 million.
3. *Accounts Payable and Payroll – Action Item.* Motion by Richard Schmidt, seconded by Shelley Pinkelman, to approve June Accounts Payable and Payroll total of \$1,444,466.25

Roll Call vote:

Patty Cox	Yes	Judy Nichols	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Tom O'Neil	Yes	Jerrilyn Strong	Yes
Pauline Jaquish	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Bryan Kolk	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Charles Lange	Yes	Denny Powers	Yes	Gary Taylor	Yes
Jim Maike	Yes	Joan Runnels	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes				

Motion Carried.

- D. Legislative Committee: No report. Kevin Hughes and Shelley Pinkelman were scheduled to attend the NALBOH conference the following week.

VIII. **Program Presentation – Marijuana Extracts: Products and Devices**

Kevin Hughes said the presentation topic was selected based on discussion at the June meeting on the proposed resolution in opposition to legalization of recreational marijuana. He distributed a summary paper prepared by MALPH on the expanded use of marijuana.

Jen Hansen, Health Promotion Supervisor, distributed copies of her presentation slides. She presented information on the hazards associated with the use of highly flammable butane in the manufacture of marijuana extracts. She also discussed the health risks of using marijuana and the higher concentrations of THC currently found in the plants and extracts.

#### IX. Program Reports

- A. Environmental Health: Monthly report and quarterly quality assurance report included with meeting materials. No questions.
- B. Personal Health: Monthly report included with meeting materials. Kevin Hughes said the agency was expecting flu vaccines to arrive earlier than in previous years. He said State reviewers were impressed with the work the agency does in supporting other immunization providers.
- C. WIC: Monthly report distributed with meeting materials. Anne Bianchi said this year's Project Fresh farmer's markets have been successful with over \$124 thousand in coupons redeemed.

She also reported accomplishments by division employees. Liz Steckel, WIC Clerk/Technician, received an employee recognition award from MDHHS. Mecosta County staff responded quickly when an infant presented as jaundiced. The team coordinated rapid nursing assessment and then referral to a pediatrician. The infant's condition required immediate medical intervention. The infant was found much improved at follow up MIHP visits.

- D. Health Promotion: Monthly report included with meeting materials. Included with the report was a summary table of chronic disease prevention projects. Sarah Oleniczak explained the projects and funding levels are guided by action plans developed by local health coalitions in each county.

#### VIII. Administration Reports

- A. Medical Director: Report included with meeting materials. Dr. Jennifer Morse provided information on the mumps virus and vaccine. In her written report, she noted mumps is spread person-to-person through droplets of saliva or mucus. Prior to the availability of a vaccine, mumps was associated with complications such as meningitis, encephalitis, pancreatitis, deafness and even death.

4. Approve monthly Healthy Living Recommendation – (1) Receive at least two doses of MMR vaccine; (2) Do not share drinks, utensils or other items that have touched the mouth; (3) Practice good infection prevention; and (4) Seek medical care if there are signs or symptoms of mumps. Motion by Shelley Pinkelman, seconded by Joan Runnels, to approve recommendation. Motion carried.

- B. Deputy Health Officer: Monthly report submitted with meeting materials. Sarah Oleniczak reported the Tencon Board approved funding to expand the CHIR HUB project to six more counties. Tencon also approved funding for a pilot project to increase access to mental health services among adolescents. Through the project, a mental health counselor will be placed in Lake City Schools. She also reported the Community Health Improvement Plan will be presented for Board approval at the August meeting.

The 2017-2019 Quality Improvement Plan was included in the meeting materials. Oleniczak said the plan had been revised to better align with goals for performance management and the agency strategic plan. She requested formal Board approval of the plan.

5. Approved Quality Improvement Plan – Action Item. Motion to approve plan as presented by Hubert Zuiderveen, seconded by Joan Runnels. Motion carried.

- C. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes provided an update on the situation with elevated levels of PFCs in water wells near Camp Grayling in Crawford County. All 178 samples were submitted for testing. It could take up to six weeks for all test results to be completed. A community meeting was held on July 19 where representatives from the Health Department, National Guard, and Michigan DEQ provided information and answered questions from area residents.

