



**BOARD OF HEALTH**

**Meeting Minutes**

*August 25, 2017*

**Materials distributed** at the meeting: Personal Health Division Report, and Hepatitis Presentation materials: infographic, brochure, chart of liver disease progression.

- I. **Call to Order:** Ray Steinke, Chair, called the meeting to order at 9:30 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, Joan Runnels, Richard Schmidt, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen

**Members Excused:** Star Hughston, Phil Lewis, Denny Powers

**Alternate Present:** Roger Ouwinga

**Staff Present:** Anne Bianchi, Doreen Byrne, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Anne Young

- III. **Approval of the Agenda:** Motion to approve by Richard Schmidt, seconded by Joan Runnels. *Motion carried.*

- IV. **Approval of the Meeting Minutes:** Motion by Jim Maike, seconded by Wally Taranko, to approve minutes of the July 28, 2017, meeting. *Motion carried.*

- V. **Public Comment:** None.

**VI. Committee Reports**

A. Executive Committee: did not meet.

B. Finance Committee: Richard Schmidt, committee chair, reported the group met August 18. He reviewed the minutes of the meeting. Actions of the committee at the meeting were: (1) recommend to the full Board approval of the proposed fiscal year 2018 budget; and (2) recommend approval of 2017-18 flu fees of \$38 for Flu QIV, and \$41 for high dose.

Schmidt advised the members that in the past the Board would receive the budget in August and then review and approve it in September. He asked if the Board wanted to change the process and move approval of the budget at the current meeting. The consensus was to review and approve the budget at the September meeting.

Schmidt requested a motion to approve the proposed flu fees. Christine Lopez, Administrative Services Director, noted the proposed fees reflected an increase of \$1 each.

- 1. *2017-18 Flu Fees – Action Item.* Motion by Richard Schmidt, seconded by Shelley Pinkelman, to approve the flu fees as proposed – effective immediately.

**Roll Call Vote:**

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

*Motion carried.*

Lopez presented the financial report for the month ended July 31, 2017. The monthly balance sheet showed an increase in fund balance of almost \$95 thousand. She said revenues were on target, and Environmental Health revenues were doing very well and expected to exceed budget. For the year to date, total revenues were close to \$15.9 million, with expenses just under \$15.8 million.

Total in aged receivables for July stood at \$1.7 million, with just over 2% at 91+ days. Cash flow projections through December are positive.

2. *Accounts Payable and Payroll – Action Item:* Motion by Richard Schmidt, seconded by Charles Lange, to approve July accounts payable and payroll total of \$1,847,598.72.

Roll Call Vote:

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

Motion carried.

A final amended budget for fiscal year 2017-18 was included in the meeting materials for Board review. Lopez said she will present the final amended budget for fiscal year 2017 at the September meeting for Board approval.

- B. Personnel Committee: Shelley Pinkelman, committee chair, reported the committee did not meet. Kevin Hughes, Health Officer, said he and Mass Mutual representatives were having weekly calls to ensure the transition in the Social Security replacement plan administration from MetLife would take place by November 1. He said he and Christine Lopez were also meeting with HUB representatives to review employee insurance benefits and rates for the coming year. He advised that the Personnel Committee will need to meet before the September meeting in order to review any proposed changes and consider recommending final approval to the Board.

Finally, he said the staff engagement survey was completed. The results will be presented to the leadership team at an upcoming meeting. A summary of the results will also be presented to the Board.

- C. Legislative Committee: Shelley Pinkelman, committee chair, reported she and Kevin Hughes attended the NALBOH conference. Hughes said he gathered ideas on board governance at the conference that he will present to the Board. In particular, he said he would like to have quarterly presentations on public health policy issues.

Hughes advised the Board of two bills under consideration in the State legislature that could impact local health departments. The first, SB 411, would require increased follow up of vision screening results by health departments. Second, a draft bill by State Representative Scott VanSingel would require health departments to conduct dental screenings – in addition to hearing and vision – for school-aged children. Neither bill provides for additional funding for the proposed mandated services.

**VII. Program Presentation: Hepatitis C**

Kevin Hughes introduced Doreen Byrne, RN, Communicable Disease Coordinator. Byrne presented information on trends in hepatitis infections, how the disease is transmitted, and steps to prevent its spread. She noted many people are not aware they are infected with hepatitis as it may take decades before symptoms appear. She encouraged all adults born between the years 1945 to 1965 be tested for hepatitis. Hepatitis C if not treated will cause serious liver damage and even cancer.

Kevin Hughes said agency staff were meeting with local health care providers and hospitals to coordinate services in response to difficult Hepatitis cases where more expertise in obtaining blood samples for testing

is needed. Hughes also advised the Board that more discussion will be needed on strategies to prevent the spread of Hepatitis including needle exchange and needle take back programs.

#### VIII. Program Reports

- A. Environmental Health: Monthly report submitted with meeting materials. Tom Reichard reported beach advisories were issued for two beaches in Oceana County. Beach monitoring samples showed high bacterial counts. He said the latest test results were in and it was expected at least one advisory would be lifted that day.
- B. Personal Health: Tables of activities distributed with meeting materials; monthly narrative report handed out at the meeting. Anne Young reported flu vaccine supplies were already arriving in DHD#10 offices.

Included with Young's report was a copy of a letter from the Michigan Association of Local Public Health Nurse Administrators Forum to the Medical Services Administration. Young explained that reimbursement rates for Maternal Infant Health Program (MIHP) home visits have been declining while costs have been increasing. The underfunding could result in local health departments closing MIHP programs and reduced access to the evidenced-based home visiting services.

- C. WIC: Written report submitted with meeting materials. Anne Bianchi highlighted successful trainings on childhood blood lead poisoning and elevated blood lead level (EBLL) program and case management. EBLL services provided by a health department registered nurse in the home are reimbursable.
- D. Health Promotion: Written report submitted with meeting materials. Sarah Oleniczak reported the Chronic Disease Prevention Network will be hosting a summit at Ferris State University on September 22. The summit will focus on success stories and strategies for chronic disease prevention.

She also reported agency tobacco treatment specialists completed evidenced-based training needed to provide direct service counseling that qualifies for reimbursement.

#### IX. Administration Reports

- A. Medical Director: Dr. Jennifer Morse commended the Personal Health staff for their "passion and dedication" in responding to a report of a case of Hepatitis A in a state correctional facility in Lake County. She provided some background on the disease and current outbreaks occurring in multiple states.

Dr. Morse's written report and healthy living recommendations concerned (1) recognizing concussions, (2) encouraging safe play, and (3) encouraging players to report concussion symptoms.

- 3. *Action Item: Approve healthy living recommendations.* Motion by Shelley Pinkelman, seconded by Joan Runnels, to approve Medical Director recommendations. Motion passed.

- B. Deputy Health Officer: Monthly report submitted with meeting materials. Sarah Oleniczak reported the agency's current strategic plan is in the process of review. The new process for review will be completed during the fall, and the plan will be implemented in early 2018.

Oleniczak highlighted a story published by NACCHO written by Katie Jourdan, Health Educator. The story concerned collaborative efforts facilitated by the agency with northern Michigan partners to support reproductive health and promote local family planning clinics.

- C. Health Officer: Kevin Hughes reported work on the issue of groundwater contamination at Camp Grayling continues. It is expected it will be a long-term issue with testing continuing, and a comprehensive investigation by the National Guard and Michigan DEQ to identify the source of the contamination. The health department will continue to serve as a point of contact for questions and information, providing water filtration systems, and coordinating water deliveries.

Hughes next provided an update on the appeals board hearing concerning a Mecosta home determined to be unfit for human habitation. He said the appeals board agreed to uphold the decision of the health department and deny the appeal. The homeowner will have 21 days after the decision to appeal to the Circuit Court. The Board of Health will decide whether or not to contest a court appeal. Hughes recommended the Board pursue any further court appeal. He said it would be necessary to go forward with the case in order to maintain enforcement of the Sanitary Code. A copy of the notice letter and a recommendation for next steps will be provided to the Board. Shelley Pinkelman suggested the Board act to ensure the agency could respond timely in the event there is an appeal, and access legal counsel if necessary.

4. *Approve continuing process to enforce Sanitary Code:* Motion by Shelley Pinkelman, seconded by Jim Maike, to defend appeal in Circuit Court, and seek legal counsel if necessary. Motion passed – voice vote.

Hughes said he and other staff will be meeting with Michigan Department of Environmental Quality representatives on potential vapor intrusion sites identified in Mecosta and Newaygo Counties.

He summarized an article from the Citizens Research Council included with his report. According to the article, past legislative actions to commit future funding is predicted to create State budget shortfalls in coming years – which will impact funding for local health departments and Counties.

Hughes also invited all Board members to attend the All Staff meeting scheduled for Friday, October 13, 9 a.m. to 3:30 p.m., at the Cherry Grove Event Center, Cadillac. Members will need to notify staff by the next Board meeting if planning to attend.

**X. Other Business**

None.

**XI. Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, September 29, 2017, at 9:30 a.m.

**XII. Adjournment**

Ray Steinke, Chair, adjourned the meeting at 10:41 a.m.

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Ray Steinke, Chair

Date

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Charles Lange, Secretary

Date