



BOARD OF HEALTH

Meeting Minutes

September 29, 2017

Materials distributed at the meeting: Fiscal Year 2017 Amended Budget; Proposed Fiscal Year 2108 Budget; PHAB Summary Report.

- I. **Call to Order:** Ray Steinke, Chair, called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Patty Cox, Pauline Jaquish, Bryan Kolk, Charles Lange, Jim Maike, Martha Meyette, Judy Nichols, Tom O’Neil, Shelley Pinkelman, Denny Powers, Richard Schmidt, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen
Members Excused: Betty Dermeyer, Star Hughston, Phil Lewis
Member Absent: Joan Runnels
Alternate Present: Roger Ouwinga
Staff Present: Katy Bies, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Tom Reichard, Anne Young
- III. **Approval of the Agenda:** Motion to approve by Jim Maike, seconded by Richard Schmidt. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Hubert Zuiderveen, seconded by Richard Schmidt, to approve minutes of the August 25, 2017, meeting. *Motion carried.*
- V. **Public Comment:** Jim Maike commended Richard Schmidt for his appointment to the Board of Directors for the Michigan Association of Counties.
- VI. **Committee Reports**
 - A. Executive Committee: did not meet.
 - B. Finance Committee: Richard Schmidt, committee chair, noted the committee met in August to review and recommend actions included on the present agenda.

Christine Lopez presented the financial report for the month ended August 31, 2017. The monthly balance sheet showed a decrease in fund balance of \$133 thousand. August accounts receivable totaled \$1.6 million, with just over 2% at 91+ days. Cash flow balances are projected to remain positive and total \$2.6 million by December.

- 1. *Accounts Payable and Payroll – Action Item:* Motion by Richard Schmidt, seconded by Hubert Zuiderveen, to approve August accounts payable and payroll total of \$1,208,260.60.

Roll Call Vote:

Patty Cox	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	Denny Powers	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes	Richard Schmidt	Yes		

Motion carried.

Lopez next reviewed the final amended budget for fiscal year 2017. She said the amended budget shows a decrease in fund balance of \$260 thousand. Revenue adjustments reflected additional grant dollars received, and an increase in the value of the vaccine inventory. The amendments also reflected decreases in expenses for wages and capital outlays. In response to a question, Lopez and Hughes explained the 2017 budget included a payment of \$1.5 million into the MERS retirement fund; and the 2018 budget proposes a payment of \$1.25 million.

2. *Approve FY 2016-17 Amended Budget – Action Item:* Motion by Richard Schmidt, seconded by Jim Maike, to approve the budget amendments as recommended by the Finance Committee.

Roll Call Vote:

Patty Cox	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	Denny Powers	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes	Richard Schmidt	Yes		

Motion carried.

Lopez next distributed and requested approval of the proposed FY 2018 budget that was previously presented at the August meeting.

3. *Approved FY 2017-18 Budget – Action Item:* Motion by Richard Schmidt, seconded by Hubert Zuiderveen, to approve the FY 2018 budget as recommended by the Finance Committee.

Roll Call Vote:

Patty Cox	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	Denny Powers	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes	Richard Schmidt	Yes		

Motion carried.

- B. Personnel Committee: Shelley Pinkelman, committee chair, reported the committee met September 22 and recommended approval of the action items included on the agenda. Kevin Hughes, Health Officer, summarized renewal rates and proposed changes to employee health insurance, vision, dental, and flex card benefits. He requested the Board approve the rates and changes to the benefits as recommended by the Personnel Committee. He also requested the effective date for the rates and changes be October 1, 2017, to allow enough time to hold open enrollments and process all changes by December 1.

4. *Health Insurance Renewals – Action Item:* Motion by Shelley Pinkelman, seconded by Richard Schmidt, to approve health insurance renewal rates and changes – with October 1 effective date – as reviewed and recommended by the Personnel Committee.

Roll Call Vote:

Patty Cox	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	Denny Powers	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes	Richard Schmidt	Yes		

Motion carried.

5. *Vision and Dental Benefits – Action Item:* Motion by Jim Maike, seconded by Charles Lange, to approve benefits as reviewed and recommended – with October 1 effective date.

Roll Call Vote:

Patty Cox	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	Denny Powers	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes	Richard Schmidt	Yes		

Motion carried.

6. *Approve Flex Card Benefit – Action Item:* Motion by Hubert Zuiderveen, seconded by Shelley Pinkelman, to approve continuation of the benefit – with October 1 effective date.

Roll Call Vote:

Patty Cox	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	Denny Powers	Yes	Hubert Zuiderveen	Yes
Martha Meyette	No	Richard Schmidt	Yes		

Motion carried.

Hughes next explained the proposal for salary adjustments. He noted there had been no general increase last year. The overall increase proposed is 1.46%. He said it would not be an across-the-board increase. Depending on wage study comparisons with surrounding health departments, the actual percentage increase would be higher for some classifications and lower for others. He said the adjustments proposed were intended to correct inequalities. He also explained that some “red-lined” positions would not receive an increase. He requested approval of the proposed pay ranges included in the meeting materials, with an effective date of October 1.

7. *Approve Salary Adjustment Proposal – Action Item:* Motion by Shelley Pinkelman, seconded by Richard Schmidt, to approve salary adjustment proposal as reviewed and recommended – with October 1 effective date.

Roll Call Vote:

Patty Cox	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	Denny Powers	Yes	Hubert Zuiderveen	Yes
Martha Meyette	No	Richard Schmidt	Yes		

Motion carried.

Hughes also reviewed the recommended proposal for plan administration of the agency’s short-term disability benefit. As discussed at the August meeting, the change will mean eligibility determinations for the benefit will be conducted by and outside medical service, and not the DHD#10 medical director. After the initial set up fees, the annual cost of the service is estimated to be \$4,500.

8. *Short-term Disability Plan Administration Proposal – Action Item:* Motion by Charles Lange, seconded by Shelley Pinkelman, to approve plan administration proposal as reviewed and recommended.

Roll Call Vote:

Patty Cox	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	Denny Powers	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes	Richard Schmidt	Yes		

Motion carried.

Hughes next reported the target date for the changeover in administration of the Social Security Replacement Plan is January 9, 2018. The Mass Mutual plan representative will present information about the change in plan administration at the All Staff Meeting on October 13. Hughes said he will also be sending a memo to inform all current retirees about the change.

Finally, Hughes said the agency received information about next year's MMRMA risk insurance rate, and notice of the annual distribution amount to be refunded to the agency. The insurance cost and refund were both reflected in the FY18 budget.

- C. Legislative Committee: Richard Schmidt said there were discussions at the recent Michigan Association of Counties conference about federal health insurance proposals, and the expected impact of the changes under consideration.

VII. Program Presentation: Update: Adolescent Health Centers

Kevin Hughes introduced Katy Bies, Adolescent Health Supervisor. Bies provided a summary overview of adolescent health programs that include five clinics located in public schools supported by funding from four grants. Services at the adolescent health centers include medical, chronic disease, and mental health. She said 25% of the students served in the clinics do not have a primary care provider. By making services immediately accessible in schools, students have less time away from the classroom, and emergency room utilization is reduced.

VIII. Program Reports

- A. Environmental Health: Monthly report submitted with meeting materials. Tom Reichard reported the year-end numbers for the division saw a "healthy increase" in the numbers of well and septic permits. He also shared information on a mercury spill in a home in Cadillac, and responded to questions concerning Point-of-Sale inspections and reports in Kalkaska and Manistee counties.
- B. Personal Health: Monthly report submitted with meeting materials. Anne Young said August was a busy month for animal bites and exposures, and shipments of flu vaccines arrived early. She also highlighted a success story in which MIHP staff played an important role in helping a mother work through grief issues and retain custody of her children.
- C. WIC: Written report submitted with meeting materials. The report noted objectives for the 2018 WIC Nutrition Services Plan include (1) increasing percent of women enrollees who maintain a healthy weight, (2) decrease the percent of women who smoke during pregnancy, and (3) increase breastfeeding initiation and duration rates.
- D. Health Promotion: Written report submitted with meeting materials. Kevin Hughes reported BOH members Ray Steinke and Tom O'Neil attended the Chronic Disease Prevention Network summit at Ferris State University on September 22. He said over 100 people participated in the event which provided an opportunity to showcase successes in combatting chronic diseases.

IX. Administration Reports

- A. Medical Director: Written report submitted with meeting materials. Dr. Jennifer Morse provided information on mold and resources for cleaning mold-affected areas. Her healthy living recommendations were (1) eliminate sources of moisture to prevent mold growth; (2) address mold

detectable by sight or smell; (3) consult online resources for proper cleaning of mold; (4) hire a qualified contractor if mold covers a large area or individuals with mold sensitivities or allergies will be exposed.

9. *Action Item: Approve healthy living recommendations.* Motion by Jim Maike, seconded by Shelley Pinkelman, to approve Medical Director recommendations. Motion passed.

Dr. Morse also reported on recent cases of pertussis in Mecosta County, and a case of Hepatitis A in southeast Michigan.

- B. Deputy Health Officer: Monthly report submitted with meeting materials. Kevin Hughes said the annual report to PHAB on the agency's performance management and quality improvement efforts was submitted by Sarah Oleniczak and accepted. He distributed copies of PHAB's report review and noted it included praise and positive comments.
- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes provided an update on groundwater contamination near Camp Grayling in Crawford County. Additional monitoring wells showed new areas of PFC contamination. A third town hall meeting was held on September 19 on the matter. The agency is continuing to provide bottled water and filters for affected homes.

Hughes next highlighted agency efforts and activities related to the mercury spill in Cadillac and outbreaks of zoonotic illnesses at county fairs. He also noted a copy of the appeals board decision discussed at the last meeting was included in the packet. He said the decision was to uphold the agency's action to post a home as unfit for human habitation. The home is in foreclosure and new owners will have to correct the issues before the home can be occupied.

Included with his report was a copy of the 2018 MALPH dues assessment. Hughes requested the Board approve payment of the dues.

10. *Action Item: Approve 2018 MALPH Dues Assessment of \$5,717.* Motion by Shelley Pinkelman, seconded by Jim Maike, to approve dues payment. Motion passed.

Roll Call Vote:

Patty Cox	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	Denny Powers	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes	Richard Schmidt	Yes		

Motion carried.

X. Other Business

Denny Powers reported a citizen in favor of legalized recreational marijuana has been attending meetings of the Oceana County Board of Commissioners.

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, October 27, 2017, at 9:30 a.m.

XII. Adjournment

Ray Steinke, Chair, adjourned the meeting at 10:55 a.m.

Ray Steinke, Chair

Date

Charles Lange, Secretary

Date