



BOARD OF HEALTH

Meeting Minutes

October 27, 2017

Materials distributed at the meeting: Personal Health monthly report; Financial report; Health Officer employment agreement; Health Officer performance evaluation form with return envelope.

- 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, Charles Lange, Phil Lewis, Jim Maike, Martha Meyette, Tom O’Neil, Shelley Pinkelman, Denny Powers, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor.
Members Excused: Star Hughston, Bryan Kolk, Judy Nichols, Hubert Zuiderveen
Alternate Present: Roger Ouwinga
Staff Present: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Melanie Perry, 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 Richard Schmidt, seconded by Charles Lange, to approve minutes of the September 29, 2017, meeting. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
 - A. **Executive Committee:** Ray Steinke, chair, reported the committee met October 20, 2017, and reviewed matters noted in the meeting minutes included in the Board materials. At the meeting, the committee voted to recommend to the full Board to continue the employment contract with the Health Officer through December 2019, and a salary adjustment to be effective January 1, 2018.
Copies of the employment agreement were distributed to members present at the full Board meeting. The contract will be included as an action item on the November meeting agenda.
 - B. **Finance Committee:** Richard Schmidt, committee chair, reported the committee did not meet. Christine Lopez distributed a draft report for the month ended September 30, 2017. She explained the report was only a draft as the numbers were still being finalized for the fiscal year-end. She expected the final report with verified year-end totals would be completed by the November meeting. The draft balance sheet for September showed an increase in fund balance of almost \$11,700. Revenues for the month were estimated at \$1.6 million, with expenditures at \$1.5 million. Cash flow and the Aged Receivable reports were not finalized for September and were not included with the report.
 - 1. *Accounts Payable and Payroll – Action Item:* Motion by Richard Schmidt, seconded by Phil Lewis, to approve September accounts payable and payroll total of \$2,355,490.06.

Roll Call Vote:

Patty Cox	Yes	Martha Meyette	Yes	Richard Schmidt	Yes
Betty Dermeyer	(NP)	Tom O’Neil	Yes	Ray Steinke	Yes
Pauline Jaquish	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Charles Lange	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Phil Lewis	Yes	Denny Powers	Yes	Gary Taylor	Yes
Jim Maike	Yes	Joan Runnels	Yes		

- C. Personnel Committee: Shelley Pinkelman, committee chair, reported the committee did not meet. Kevin Hughes, Health Officer, said 29 employees were recognized for their years of service at the October 13 All Staff Meeting. A list of employee names for each years-of-service milestone was included in the meeting materials.

Hughes also reported benefit enrollment meetings were held in all county offices; and employees would be completing their elections of benefits through an online portal by November 10. He said Tom Reehorst, MassMutual representative, would also be scheduling individual meetings with employees to assist in making any investment option changes ahead of the conversion in the Social Security Replacement Plan administration. Hughes said the date for the transfer of assets was confirmed for January 8, 2018.

- D. Legislative Committee: Kevin Hughes reminded the members that in past years the State legislators were invited to attend the December meeting to provide a legislative update. The consensus of the members present was to again invite the legislators to this year's December meeting.

Hughes next reported on pending legislation. There have been modifications to the bill to tie dental screening of pre-school aged children to Hearing and Vision screenings. The bill now proposed includes funding, and would involve local health departments in coordinating screenings to be conducted by dental hygienists or dental clinic partners. Also, proposed legislation to roll back immunization waiver requirements and limit the authority of health officers to keep non-immunized children out of school during outbreaks, is circulating again. Hughes said he expected to have more to report next month.

VII. Program Presentation: *Community Health Improvement Plan (CHIP)*

Kevin Hughes introduced Melanie Perry, health education specialist. Perry provided a summary of the objectives included in the Community Health Improvement Plan (CHIP) for all 10 counties in the DHD#10 jurisdiction. Perry explained the process followed in working with community partners to develop objectives specific to each county. She said the final step in the process was to conduct presentations in each county for community partners and stakeholders to review the proposed objectives. The presentations are now complete and the feedback provided will be integrated into the local CHIPs. The final report on the county plans will be completed in November. Perry also said after completing plan development, the next phase of work will involve monitoring and reporting progress on the objectives, and supporting community stakeholders and members in taking ownership of the CHIPs.

VIII. Program Reports

- A. Environmental Health: Quarterly quality assurance report and summaries of division and beach monitoring activities were included with meeting materials. Tom Reichard reported that generally the beach quality was improved during the last season with just two beach closures.
- B. Personal Health: Monthly tables of activities submitted with meeting materials; narrative report distributed at the meeting. Anne Young reported the Healthy Families Northern Michigan Program completed its first accreditation review. The reviewers' report included praise for the program staff.

Young also reported pertussis cases are being investigated in Kalkaska County. In response to questions, Dr. Jennifer Morse, medical director, explained the importance of containment, and the TDAP vaccine.

- C. WIC: Written report submitted with meeting materials. Anne Bianchi reported WIC staff recently attended the State WIC Coordinators meeting where the State WIC Director presented DHD#10 the USDA Loving Support Award of Excellence for its work in promoting and supporting breastfeeding. She said current State and Governor initiatives will require escalating the level of service provided in the breastfeeding program. The WIC division has added a certified Lactation Consultant to provide more intensive services to breastfeeding mothers, and is also exploring virtual meeting technology for the consultant to confer with clients and staff remotely.

- D. Health Promotion: Written report submitted with meeting materials. Included with the report was a copy of a newsletter from the Chronic Disease Prevention Coalition highlighting their summit held at Ferris State University on September 22.

IX. Administration Reports

- A. Medical Director: Written report submitted with meeting materials. The topic of Dr. Jennifer Morse's report was "Harm Reduction." Bloodborne pathogens such as HIV and Hepatitis are transmitted during injection drug use. She said there is scientific evidence the spread of infection is reduced where syringe service programs (SSPs) are available to provide clean syringes and supplies to drug users. Her healthy living recommendations were (1) Recognize the effects of injection drug used on infectious disease transmission; (2) Learn the science and benefits of Syringe Service Programs; and (3) Advocate to reduce risks of infection in rural northern Michigan.
2. *Action Item: Approve healthy living recommendations.* Motion by Jim Maike, seconded by Richard Schmidt, to approve Medical Director recommendations. Motion passed.
- B. Deputy Health Officer: Monthly report submitted with meeting materials. Kevin Hughes noted Sarah Oleniczak reported the CHIP discussed in the program presentation will be presented to the DHD#10 Community Health Needs Steering Committee for review in November, and then to the BOH for final approval. Also included in the written report was a summary of activities and progress achieved on the Northern Michigan Community Health Innovation Region projects and initiatives.
- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes reported the testing area for contaminated groundwater around Camp Grayling continues to expand. Contaminated groundwater sites have also been discovered in Alpena and Kent counties. Hughes said groundwater contamination could continue to grow into a statewide issue.

Hughes next provided an update on the status of other continuing issues including the home posted as unfit for human habitation, mercury exposure and vapor intrusion. He then reported the agency is partnering with Spectrum Health to provide a kiosk to provide access to online, virtual health services in the Lake County office.

His written report also included a dashboard depicting progress achieved on his performance plan objectives for the past year. Hughes noted the schedule set by the Board requires an annual review of his performance to be completed in November. He distributed return envelopes containing his performance evaluation form. Members were invited to complete the forms and forward them to Ray Steinke for review and discussion at the November meeting.

X. Other Business

None.

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, November 17, 2017. Members were reminded to note the meeting date is scheduled for the third Friday of the month because of the Thanksgiving holiday, and the meeting will begin one-half hour later at 10:00 a.m.

XII. Adjournment

Ray Steinke, Chair, adjourned the meeting at 10:44 a.m.

Ray Steinke, Chair

Date

Charles Lange, Secretary

Date