



BOARD OF HEALTH

Meeting Minutes

December 15, 2017

Materials distributed at the meeting: Finance Action Item – MERS Payment; Environmental Health monthly report and activities table.

- I. **Call to Order:** Ray Steinke, Chair, called the meeting to order at 10:00 a.m.
- II. **Roll Call – Members Present:** Betty Dermeyer, Pauline Jaquish, Bryan Kolk, Charles Lange, Phil Lewis, Judy Nichols, Tom O’Neil, Denny Powers, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen
- Members Excused:** Patty Cox, Star Hughston, Jim Maike, Martha Meyette, Shelley Pinkelman
- Alternate Present:** Roger Ouwinga
- Staff Present:** Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Jeannine Taylor
- Guests:** Sen. Darwin Booher, Sen. Judy Emmons, Rep. Michele Hoytenga, Rick Outman, Rep. Daire Rendon, Rep. Curt VanderWall
- III. **Approval of the Agenda:** Motion to approve by Richard Schmidt, seconded by Tom O’Neil. Motion carried.
- IV. **Approval of the Meeting Minutes:** Motion by Hubert Zuiderveen, seconded by Wally Taranko, to approve minutes of the November 17, 2017, meeting. Motion carried.
- V. **Public Comment:** None.
- VI. **Committee Reports**
- A. Legislative Committee: State legislators were introduced and welcomed.
1. *Board Discussion – State Legislative Updates.* Kevin Hughes, Health Officer, noted questions for discussion were included in the meeting materials and were also provided to the legislators. He requested a response to the questions concerning recreational marijuana, Healthy Michigan Plan, funding for Essential Local Public Health Services, pending legislation, statewide Sanitary Code, and PFAS supplemental funding.
- The legislators responded and shared other legislative updates and information. The legislators were thanked for their participation and left the meeting.
- Also included in the meeting materials was a summary of legislative priorities. Hughes requested Board approval.
2. *Approve 2018 Legislative Priorities – Action Item:* Motion by Richard Schmidt, seconded by Joan Runnels, to approve the priorities as presented. Motion Carried.
- B. Executive Committee: Did not meet. Kevin Hughes, requested the Board formally approve the 2017 performance plan evaluation presented at the November meeting.
3. *Approve 2017 Health Officer Performance Plan Evaluation – Action Item:* Motion by Charles Lange, seconded by Wally Taranko, to approve performance plan evaluation. Motion Carried.
- Included with the meeting materials was a copy of the 2018 Health Officer performance plan worksheet. Hughes noted the plan objectives were presented at the November meeting and requested formal Board approval.

4. *Approve 2018 Health Officer Performance Plan – Action Item:* Motion by Hubert Zuiderveen, seconded by Tom O’Neil, to approve the 2018 performance plan objectives. Motion Carried.
- C. Finance Committee: Did not meet. Christine Lopez distributed a Finance Action Item proposal to make a year-end payment to reduce the MERS pension liability. She explained the current agency fund balance is projected to increase by \$330 thousand. The proposed payment of \$150 thousand to MERS would come from the fund balance increase and would be shown in an amended budget to be presented to the Board in early 2018. She also said a payment before the end of the calendar year would be reflected in the 2018 actuarial report.
5. *Approve MERS Retirement Program Supplemental Payment – Action Item.* Motion by Phil Lewis, seconded by Bryan Kolk, to approve supplemental payment of \$150 thousand – to be paid by December 31, 2017 – to MERS.

Roll Call Vote:

Betty Dermyer	Yes	Tom O’Neil	Yes	Ray Steinke	Yes
Pauline Jaquish	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Bryan Kolk	Yes	Denny Powers	Yes	Wally Taranko	Yes
Charles Lange	Yes	Joan Runnels	Yes	Gary Taylor	Yes
Phil Lewis	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Judy Nichols	Yes				

Motion Carried.

Lopez next reviewed the balance sheet and financial report included with the meeting materials. She noted the aged receivables report showed a large balance outstanding from the State but it is typical just after the close of the State’s fiscal year.

6. *Accounts Payable and Payroll – Action Item:* Motion by Richard Schmidt, seconded by Charles Lange, to approve November accounts payable and payroll total of \$1,242,986.44.

Roll Call Vote:

Betty Dermyer	Yes	Tom O’Neil	Yes	Ray Steinke	Yes
Pauline Jaquish	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Bryan Kolk	Yes	Denny Powers	Yes	Wally Taranko	Yes
Charles Lange	Yes	Joan Runnels	Yes	Gary Taylor	Yes
Phil Lewis	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Judy Nichols	Yes				

Motion Carried.

Lopez informed the Board lease agreements with each county would be given to the Board Chair for signature, and then provided to the Boards of Commissioners. She noted the only changes to the agreements were the effective dates, and there were no changes in dollar amounts.

- C. Personnel Committee: Did not meet. Kevin Hughes requested Board approval of an authorization form to change the Social Security Replacement Plan administration from MetLife to MassMutual
7. *Approve authorization to change SSRP administration to Mass Mutual – Action Item:* Motion by Wally Taranko, seconded by Joan Runnels, to authorize signing by Board Chair. Motion Carried.

Hughes noted the Personnel Committee recommended the full Board approve changes to Personnel Policies, and the practice of the Board was to approve continuation of the policies on an annual basis. He requested the Board approve the Personnel Policies and Employee Handbook.

8. *Approve continuation of Personnel Policies and Employee Handbook – Action Item:* Motion by Hubert Zuiderveen, seconded by Richard Schmidt. Motion Carried.

VII. **Program Reports** – Ray Steinke noted all reports were provided to members, and suggested in the interest of time questions only be addressed. No questions.

- A. Environmental Health: Monthly report and activity table distributed at the meeting.
- B. Personal Health: Monthly report and tables of activities included with meeting materials
- C. WIC: Monthly report included with meeting materials.
- D. Health Promotion: Written report submitted with meeting materials.

Administration Reports

E. Medical Director: Written report submitted with meeting materials. The topic of Dr. Jennifer Morse’s report and recommendations was “Varicella (Chickenpox.)” She said since vaccination against varicella has become routine, cases of the disease are now rare. Where there have been outbreaks, it is usually attributable to parents who choose not to vaccinate their children. Dr. Morse said the diseases is highly contagious and can lead to skin infections and serious complications. She also noted the secondary infection known as shingles can cause a rash and be very painful. Vaccination is the best way to prevent chicken pox and shingles.

9. *Action Item: Approve healthy living recommendations: (1) encourage vaccination against chickenpox, (2) report all suspected cases.* Motion by Richard Schmidt, seconded by Betty Dermyer, to approve Medical Director recommendations. Motion passed.

- B. Deputy Health Officer: No report.
- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes highlighted recent activities related to Camp Grayling, mercury contamination in a Cadillac-area residence, and Northern Healthcare Partner meeting. He also reported he was notified he was designated to serve as a member of the Michigan PFAS Action Response Team.

X. **Other Business**

Members were advised the January meeting will include the annual election of officers. Current Chair, Ray Steinke, will be ineligible to serve again. Steinke thanked the members for the opportunity to serve as chair.

XI. **Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, January 26, 2018.

XII. **Adjournment**

Ray Steinke, Chair, adjourned the meeting at 11:18 a.m.

Chair Signature

Date

Secretary Signature

Date