



BOARD OF HEALTH

Meeting Minutes

January 26, 2018

Materials distributed at the meeting: Proposed Social Security Replacement Plan Eligibility Change; Draft letter to State Senators re: SB 411; DHD#10 Year in Review; WIC Division Monthly Report

- I. **Call to Order:** Kevin Hughes, Health Officer, called the annual organization meeting of the Board to order at 10:00 a.m.
- II. **Roll Call – Members Present:** Patty Cox, Betty Dermyer, Pauline Jaquish, Bryan Kolk, Charles Lange, Phil Lewis, Jim Maike, Martha Meyette, Judy Nichols, Tom O’Neil, Roger Ouwinga, Shelley Pinkelman, Denny Powers, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen
Staff Present: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Anne Young
- III. **Approval of the Agenda:** Motion to approve by Ray Steinke, seconded by Hubert Zuiderveen. *Motion carried.*
- IV. **Election of Chair:** Hughes summarized the Bylaws governing officer elections and committee appointments. Floor opened to nominations for Chair. Motion by Ray Steinke, seconded by Denny Powers, to nominate Jim Maike as Chair. Motion by Hubert Zuiderveen, seconded by Ray Steinke, to close nominations and elect nominee by unanimous vote. *Motion carried.*
- V. **Election of Vice Chair and Secretary:** Chair Jim Maike requested nominations for Vice Chair. Ray Steinke nominated Richard Schmidt, seconded by Roger Ouwinga. *Motion carried.*
Wally Taranko nominated Charles Lange for Secretary, seconded by Richard Schmidt. *Motion carried.*
- VI. **Approval of the Meeting Minutes:** Motion by Richard Schmidt, seconded by Charles Lange, to approve minutes of the December 15, 2017, meeting. *Motion carried.*
- VII. **Appointments – Standing Committees:** Hughes explained the Bylaws require ten members each for the Personnel and Finance Committees, and two members from one county could not serve on the same committee. Chair Maike invited members to confer to determine county representation on each committee. Committee memberships established as follows:

Finance Committee

Bryan Kolk
Phil Lewis
Judy Nichols
Roger Ouwinga
Denny Powers
Joan Runnels
Richard Schmidt
Ray Steinke
James Sweet
Wally Taranko

Personnel Committee

Patty Cox
Betty Dermyer
Pauline Jaquish
Charles Lange
Jim Maike
Martha Meyette
Tom O’Neil
Shelley Pinkelman
Gary Taylor
Hubert Zuiderveen

VIII. **Call Committee Conferences:** Chair Maike directed members to conference in committees to select a Chair and Vice Chair for the Finance and Personnel committees.

IX. **Reconvene:** Chair Maike reconvened full meeting and received reports of committee officer elections and appointed members to other standing committees as follows:

- A. Personnel: Hubert Zuiderveen, Chair; Patty Cox, Vice Chair
- B. Finance: Ray Steinke, Chair; Judy Nichols, Vice Chair
- C. Executive: Jim Maike, Richard Schmidt, Charles Lange, Hubert Zuiderveen, Ray Steinke
- D. Bylaws: Patty Cox, Charles Lange, Richard Schmidt, Ray Steinke, Gary Taylor
- E. Legislative: Shelley Pinkelman, Chair; Joan Runnels, Martha Meyeette
- F. MALPH: Kevin Hughes, representative; Ray Steinke, alternate

X. **Public Comment:** None.

XI. **Committee Reports**

A. Executive Committee: Did not meet.

B. Finance Committee: Did not meet. Christine Lopez noted the meeting materials included finance reports for the months of November and December. The December report showed total revenues at \$1.3 million and total expenses at \$1.5 million. Cash balance projections show a beginning balance for January at \$3.3 million.

1. *Accounts Payable and Payroll – Action Item:* Motion by Richard Schmidt, seconded by Hubert Zuiderveen, to approve December accounts payable and payroll total of \$2,204,002.42.

Roll Call Vote:

Patty Cox	Yes	Martha Meyeette	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
Phil Lewis	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Jim Maike	Yes	Joan Runnels	Yes		

Motion Carried.

C. Personnel Committee: Did not meet. Kevin Hughes reported all assets for the Social Security Replacement Plan (SSRP) transferred from MetLife to MassMutual on January 9, and all employees could now access accounts online. He distributed a document outlining a proposed change to eligibility in the SSRP for part-time employees, and requested approval. The proposed change would allow all employees working 20 hours or more per week and eligible for benefits to be enrolled in SSRP on day one of employment.

2. *Approve Social Security Replacement Plan Eligibility Change as Proposed:* Motion by Richard Schmidt, seconded by Ray Steinke. Motion Carried.

A summary overview and letter to local governments concerning the Protecting Local Government Retirement and Benefits Act were included in the meeting materials. Hughes noted that DHD#10 will fall under provisions of the act. He said the act will require additional reporting. The agency is currently above the 60% funding threshold, and could be impacted further if it falls below.

D. Legislative Committee: Hughes announced the annual MALPH Day at the Capitol is scheduled for April 18, and invited members to attend.

He next distributed a draft letter to State Senators Judy Emmons and Goeff Hansen, expressing objections to Senate Bill 411. Hughes said the legislation amounted to an unfunded mandate for local health departments. The bill would require local health department staff to provide follow up to students with Individualized Education Plans (IEPs.)

3. *Approve letter to State Senators from Health Officer on behalf of Board of Health objecting to SB 411.* Motion to approve letter by Judy Nichols, seconded by Richard Schmidt. Motion Carried.

XI. Program Presentation: Changes to Emergency Preparedness Requirements

Kevin Hughes said that in light of recent emergency preparedness activities, he asked Bret Haner, Emergency Preparedness Coordinator, to give an update to the Board.

Bret Haner explained recent federal requirements for emergency preparedness training, and event responses and staffing. The agency was required to submit updated plans detailing response sites, staffing needs, and security requirements in the event of a mass vaccination event involving the Strategic National Stockpile. Haner explained the agency's plans for the organization and operation of PODs (Points of Dispensing) in each county. He also summarized current Incident Command System activities related to a potential Hepatitis A outbreak in the DHD#10 jurisdiction.

Copies of the slides for the originally scheduled presentation, "DHD#10 Year in Review," were distributed. Hughes summarized the anticipated challenges for the agency during 2018.

XII. Program Reports:

- A. Environmental Health: Quality Assurance Report – 1st Quarter, and monthly activities table, included with meeting materials.
- B. Personal Health: Monthly report and tables of activities included with meeting materials. Anne Young reported two cases of Hepatitis A were found in the DHD#10 jurisdiction and confirmed to be linked to the strain reported in the southeast Michigan outbreak. One case was reported in Mecosta County, and the other in Newaygo County. To qualify as an outbreak, there must be at least two cases reported in a single county. The agency has initiated an emergency response to be proactive and head off further spread of the disease. An Incident Command Team has been established and will hold weekly meetings to plan public outreach and education and vaccination clinics.
- C. WIC: Monthly report included with meeting materials. Anne Bianchi said the state WIC program continued to operate during the recent federal government shutdown, and is prepared to maintain program services for at least a few weeks in the event of future shutdowns.
- D. Health Promotion: Written report submitted with meeting materials.

XIII. Administration Reports

- A. Medical Director: Written report submitted with meeting materials. The topic of Dr. Jennifer Morse's report and recommendations was "Cold Weather Dangers." The report summarized the dangers of extreme cold, and tips to prevent illness and injury when exposed. Dr. Morse explained hypothermia can be life threatening, and summarized how to respond and treat it.
 4. *Action Item: Approve healthy living recommendations: (1) Dress properly to prevent cold weather ailments; (2) Employers should provide safe environments and training to employees on how to prevent cold weather illness and injury; and (3) Dress children appropriately for play and school.* Motion by Shelley Pinkelman, seconded by Charles Lange, to approve Medical Director recommendations. Motion passed.
- B. Deputy Health Officer: Written report submitted with meeting materials. Kevin Hughes noted the agency's annual report was complete and would be distributed with the February meeting materials. He will also be sharing copies when he meets with the Boards of Commissioners in each of the ten counties in the DHD#10 jurisdiction over the next few months.

Also, the agency received an accreditation grant to support preparations for national re-accreditation.

- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes reported DHD#10 is still active in responding to water contamination around Camp Grayling, and could become more involved once testing around a nearby lake is completed.

He said there will be more action from the health department in response to Hepatis A. The agency will ramp up immunization clinics and education efforts now to prevent expansion of the disease.

Hughes said he met with State Representative Scott VanSingel to discuss the potential impact of his proposed dental screening bill. Hughes said he reviewed potential costs and complications of requiring dental screenings in conjunction with current hearing and vision screenings for school-aged children.

Hughes said the agency is preparing to begin its strategic planning process in April. He invited Board members to participate. The plan draft should be completed by July, and will be presented to the full Board for approval.

XIV. Other Business

- To include with February meeting materials: list of acronyms, new listing of BOH members
- Questions: hazardous waste – coordinating efforts; ambulance response times.

XV. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, February 23, 2018.

XVI. Adjournment

Jim Maike, Chair, adjourned the meeting at 11:22 a.m.

Jim Maike, Chair

Date

Richard Schmidt, Vice Chair

Date