



BOARD OF HEALTH

Meeting Minutes

March 23, 2018

Materials distributed at the meeting: 2017 Financial Audit Report – final; Environmental Health Monthly Report; WIC Monthly Report; WIC photo voice project reports for select counties; Health Promotions Monthly Report; Medical Director Monthly Report; Hepatitis A information sheet.

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 10:00 a.m.
- II. **Roll Call – Members Present:** Pauline Jaquish, Bryan Kolk, Charles Lange Jim Maike, Martha Meyette, Judy Nichols, Tom O'Neil, Roger Ouwinga, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen
- Members Excused:** Patty Cox, Betty Dermeyer, Phil Lewis, Shelley Pinkelman, Denny Powers
- Staff Present:** Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard
- Guest:** Vicki Crouch, CPA, Layton & Richardson, PC
- III. **Approval of the Agenda:** Motion to approve agenda with possible addition of closed session by Richard Schmidt, seconded by Charles Lange.
- IV. **Approval of the Meeting Minutes:** Motion by Ray Steinke, seconded by Hubert Zuiderveen, to approve minutes of the February 23, 2018, meeting. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
- A. Executive Committee: Did not meet. Kevin Hughes advised the members a special meeting may be called to review issues with the electronic health record conversion project.
- B. Finance Committee: Did not meet. 2017 financial audit report draft sent with meeting materials; final report distributed at the meeting. The auditor with Layton & Richardson, Vicki Crouch, CPA, reviewed the 2017 financial statements and independent auditor's report. She said the auditor's opinion letter was submitted as unmodified with no qualifications. She reviewed the financial statements and noted they reflected the agency has current liabilities of about \$1 million, and a positive fund balance with working capital over \$5 million. She said this was a good position for the agency to be in as it could comfortably meet its current obligations.
- She summarized the audit findings including the single audit of federal grants. She stated there were no current year findings, and all findings from the prior year audit had been cleared. She commended the finance staff for the documentation of written procedures.
- Questions regarding the current pension fund liability were asked and answered.
1. *Accept 2017 Audit Report – Action Item:* Motion by Charles Lange, seconded by Judy Nichols, to accept the audit report as presented.

Roll Call Vote:

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

Motion carried.

Christine Lopez reviewed the February financial report submitted with the meeting materials. She noted a copy of the amended budget approved at the prior month’s meeting was also included in the meeting materials. She said the fund balance increased during February, with total revenues at \$8.1 million and expenses at \$7.6 million.

2. *Approve Accounts Payable and Payroll – Action Item.* Motion by Ray Steinke, seconded by Richard Schmidt, to approve February accounts payable and payroll total of \$1,341,279.26.

Roll Call Vote:

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

Motion carried.

- C. Personnel Committee: Did not meet. Kevin Hughes reported all employees will submit new W-4 forms. He also said additional training in the Family Medical Leave Act was being explored to reduce hesitancy some employees have in applying for the benefit.
 - D. Legislative Committee: Kevin Hughes noted a copy of proposed State House Bill No. 5623 was included in the meeting materials. The bill would require local health departments to establish violence prevention committees. He also summarized other pending legislation concerning preschool dental assessments, prohibiting use of latex gloves in food service, water standards, and requiring vision screening of students with IEP’s.
 - E. Richard Schmidt reported the Mid-Central Coordinating Committee met March 9 to review the contract for epidemiology services shared with Mid- and Central Michigan District Health Departments. A copy of the contract recommended by the committee was included in the meeting materials. Kevin Hughes noted the agency would be responsible for one-third of the contract costs – or \$22 thousand per year.
3. *Approve Associated Agreement for Epidemiology Services – Action Item.* Motion to approve contract as recommended by Mid-Central Coordinating Committee by Richard Schmidt, seconded by Ray Steinke.

Roll Call Vote:

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

Motion carried.

VII. Program Reports

- A. Environmental Health: Monthly report distributed at the meeting. Tom Reichard reported an employee was hired to operate the drinking water laboratory. He noted the agency received a contract to collect water samples from a lake in Manistee County. Also, the Michigan DEQ is providing funding to support testing for potential PFAS contamination in drinking water wells at schools. Reichard said nine of the counties in DHD#10's jurisdiction have schools eligible for the water testing. He also noted the division is undertaking a quality improvement project to look at ways to speed the process for food service plan reviews.
- B. Personal Health: Monthly report included with meeting materials. The report included an update on recent efforts to address the Hepatitis A outbreak. Kevin Hughes reported outreach and prevention information on Hepatitis A would be posted to billboards in some of the affected counties in the next few weeks.
- C. WIC: Monthly report distributed at the meeting. Kevin Hughes highlighted Anne Bianchi's written report. It was noted several WIC nurses completed training that should expand combined program enrollments between the MIHP and WIC programs and also increase client engagement and health outcomes. Also, staff are working with partners in two other northern health districts to plan regional community trainings during April on lead poisoning prevention.
- D. Health Promotion: Monthly report distributed at the meeting. Sarah Oleniczak reported community connection HUBs were operating in all ten counties, and YTD enrollments totaled 383.

VIII. Administration Reports

- A. Medical Director: Monthly report distributed at the meeting. Dr. Jennifer Morse reported on Sexually Transmitted Diseases (STDs.) She noted Michigan saw significant increases in STDs during 2017. Her recommendations to reduce the spread of STDs were (1) talk openly about the diseases and the importance of testing, prevention and treatment; (2) screen individuals based on guidelines and risk factors; (3) provide expedited partner therapy.

4. *Approve Healthy Living Recommendations* – motion by Ray Steinke, seconded by Charles Lange.
Motion Carried.

Dr. Morse also distributed and highlighted a fact sheet on Hepatitis A.

- B. Deputy Health Officer: Monthly report submitted with meeting materials. Sarah Oleniczak reported the agency was continuing to work with Medicaid Health Plans to develop contracts for reimbursement of HUB services with one contract signed to date. DHD#10 is working with regional partners in developing best practices for HUB billing, reporting, and outcomes. It is expected the agency will begin billing for services beginning next fiscal year.
- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes provided updates on agency activities related to Camp Grayling water contamination, vapor intrusion sites, and the Hepatitis A outbreak. He also noted a recent leadership change at the MCDC clinics. DHD#10 will begin a strategic planning process on April 26. Ray Steinke will represent the Board at the NMPHA strategic planning process on April 30. Members were invited to attend the NALBOH conference in August.

Included with the report was a copy of a press release from MDHHS concerning "Eat Safe Fish" guidelines for PFAS affected water bodies in Crawford and other Michigan counties. Also included was a copy of the Health Officer's performance plan dashboard – a quarterly update of progress on his annual objectives.

- IX. **Other - Closed Session Discussion:** It was suggested the members go into closed session. Consensus to not offer a motion to go into closed session. Open meeting continued. Members had a general discussion of information shared at the Mid-Central Coordinating Committee meeting.

X. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, April 27, 2018, at 9:30 a.m. Members were reminded to note the earlier start time.

XI. Adjournment

Jim Maike, Chair, adjourned the meeting at 11:13 a.m.

Jim Maike, Chair

Date

Charles Lange, Secretary

Date