



BOARD OF HEALTH

Meeting Minutes

April 27, 2018

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Patty Cox, Betty Dermeyer, Pauline Jaquish, Bryan Kolk, Charles Lange, Phil Lewis, Jim Maike, Judy Nichols, Tom O’Neil, Roger Ouwinga, Denny Powers, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor
 - Alternates Present:** Dean Gustafson, Laurie Jamison
 - Members Excused:** Martha Meyette, Shelley Pinkelman
 - Members Absent:** Hubert Zuiderveen
 - Staff Present:** Jane Drake, Matt Fournier, Kevin Hughes, Christine Lopez, Katie Miller, Dr. Jennifer Morse, Sarah Oleniczak, Roseann Sanders, Meryl Smith
- III. **Approval of the Agenda:** Motion to approve agenda by Ray Steinke, seconded by Richard Schmidt. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Ray Steinke, seconded by Richard Schmidt, to approve minutes of the March 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. Christine Lopez reviewed the March financial report submitted with the meeting materials. The liabilities and fund balance as of March 31 totaled almost \$8.1 million. Fiscal year-to-date revenues totaled \$9.8 million out of \$19.5 million budgeted; with monthly expenses at \$9.4 million. The cash flow analysis showed a beginning balance for April of \$4.6 million, with cash projections into September remaining above \$2.6 million.
 - 1. *Approve Accounts Payable and Payroll – Action Item.* Motion by Ray Steinke, seconded by Richard Schmidt, to approve March accounts payable and payroll total of \$1,603,167.40.

Roll Call Vote:

Patty Cox	Yes	Phil Lewis	Yes	Joan Runnels	Yes
Betty Dermeyer	NP	Jim Maike	Yes	Richard Schmidt	Yes
Dean Gustafson	Yes	Judy Nichols	Yes	Ray Steinke	Yes
Laurie Jamison	Yes	Tom O’Neil	Yes	James Sweet	Yes
Pauline Jaquish	Yes	Roger Ouwinga	Yes	Wally Taranko	Yes
Bryan Kolk	Yes	Denny Powers	Yes	Gary Taylor	Yes
Charles Lange	Yes				

Motion carried.

Lopez advised the Finance Committee members a meeting will be scheduled for Monday, June 4, at 10:00 a.m. in the Lake County, Baldwin, office.

- C. Personnel Committee: Did not meet. Report included with meeting materials. Kevin Hughes noted April is “Distracted Driving Awareness Month,” and a copy of an article about the topic was included with the report. He also reported employees from DHD#10 and Mid- and Central Michigan District Health Departments will be attending a training on customer service and staff engagement as part of the Cross-Jurisdictional Sharing Project. Also, the All Staff Meeting for DHD#10 will be held Friday, October 5, in McBain; and board members are encouraged to attend.

New staff will be attending the May 18 Board of Health meeting for part two of the agency orientation process.

- D. Legislative Committee: Kevin Hughes reported he and five Board members – Betty Dermeyer, Martha Meyette, Shelly Pinkelman, Joan Runnels and Ray Schmidt – attended the MALPH Day at the Capitol on April 18. They were able to meet with all of the representatives and senators with districts within DHD#10’s jurisdiction, and shared information about emerging health issues.

Copies of proposed legislation were included with meeting materials. Hughes said the bill concerning a statewide sanitary code was not supported by the legislators the group met in Lansing on April 18. Hughes said Tom Reichard, Environmental Health Director, estimated that staffing would have to increase by 2.5 FTEs in order to meet the bill’s proposed monitoring and reporting requirements. The bill currently does not include additional funding for local health departments to cover costs incurred.

Hughes also reported petition signatures were submitted by a group in favor of a ballot proposal to legalize recreational marijuana. It looks likely the proposal will be on the November statewide ballot.

VII. Program Presentation: Key to Community Substance Abuse Prevention Success

Katie Miller, Health Educator, provided a summary of current activities and results of several substance abuse grant programs and community initiatives. She said each program is specifically tailored to the needs of the individual communities. Programs and services discussed included prescription medication awareness and disposal, youth education, underage alcohol and drug awareness. She attributed the success of the programs to community partnerships and coalitions.

VIII. Program Reports

- A. Environmental Health: Monthly activities table and quarterly quality assurance report included with the meeting materials. Matt Fournier highlighted the quality assurance report, and noted 509 food safety violations were identified during the second quarter.
- B. Personal Health: Monthly report included with meeting materials. Roseann Sanders summarized the agency’s efforts in addressing the Hepatitis A outbreak. She said the agency is also in the process of ordering the new Shingles vaccine, Shingrix, and expects to have it available next month.
- C. WIC: Monthly report distributed at the meeting. Meryl Smith said the division is preparing for a bi-annual accreditation visit to the lakeshore offices. Also, Project Fresh coupons are on their way to all county offices. The total grant for the program was reduced from last year’s amount, but it is expected there will be enough coupons to meet demand. Distribution of the coupons will begin in June.
- D. Health Promotion: Monthly report distributed at the meeting. Sarah Oleniczak reported HRSA grant was received. The grant will support aligning a heart disease risk screening tool with dental services, as well as outreach to connect dental and healthcare providers.

Oleniczak also explained in response to a survey of over 700 family planning clients, open houses will be held in five county offices beginning in May. The events will allow community members to visit the locations and learn more about health department programs and services.

IX. Administrative Reports

- A. Medical Director: Monthly report distributed with meeting materials. Dr. Jennifer Morse reported on sleep, the risks of getting too little sleep, and steps to get good quality sleep. She noted a correlation of high rates of obesity and diabetes in areas where the percentage of adults getting less than seven hours of sleep is also high. Her healthy living recommendations were (1) Make sleep a priority and take steps to get the recommended hours of sleep, and (2) seek healthcare for sleep disorders.
2. *Approve Healthy Living Recommendations* – motion by Ray Steinke, seconded by Charles Lange.
Motion Carried.
- B. Deputy Health Officer: Monthly report submitted with meeting materials. Sarah Oleniczak pointed out an infographic summarizing the year-to-date activities of the HUB was included with her report. She said the number of referrals through the program was continuing to expand, and clients in all ten counties have been served.
- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes said testing and distribution of filters continues in addressing groundwater contamination around Camp Grayling. Another Grayling-area community meeting has been scheduled for June 5. Hughes also provided an update on the Hepatitis A outbreak, and said MDHHS indicated response initiatives may need to continue for another year.

Hughes reported that, in line with his performance objectives, he will be meeting with healthcare partners in the northern and southern sectors of the DHD#10 jurisdiction to discuss and develop strategies to support HUB activities, or respond to ongoing issues such as Hepatitis A, opioids, and recreational marijuana

Also, the strategic planning process for the agency began April 26. Two more meetings are scheduled for June, and the plan is expected to be completed and presented to the Board for final review in September.

X. Other

- Questions asked and answered on Michigan DEQ program testing of Type II water wells in schools.
- Richard Schmidt offered information on the availability of liquor tax funds and their use for substance abuse prevention programs.
- Jim Maike discussed a recent fatality that resulted from an online purchase of a white powder.

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, May 18, at 9:30 a.m. Members were reminded the meeting is one week earlier in the month.

XII. Adjournment

Jim Maike, Chair, adjourned the meeting at 10:38 a.m.

Jim Maike, Chair

Date

Charles Lange, Secretary

Date