



**BOARD OF HEALTH**

**Meeting Minutes**

July 27, 2018

**Materials Distributed** at the meeting: Michigan Department of Treasury: “Application for Waiver and Plan: Defined Benefit Pension Retirement System;” Oceana County Press Article: “Health department overcomes EF access denial to provide hepatitis A vaccines;” MI DEQ: PFAS sampling map

- 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, 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

**Members Absent:** Hubert Zuiderveen

**Staff Present:** Anne Bianchi, Doreen Byrne, Kim Chandler, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Jeannine Taylor, Robin Walicki, Anne Young

- III. **Approval of the Agenda:** Motion by Charles Lange, seconded by Ray Steinke, to approve agenda Motion carried.
- IV. **Approval of the Meeting Minutes:** Motion by Bryan Kolk, second by Betty Dermeyer, to approve minutes of the June 29, 2018, meeting. Motion carried.

V. **Public Comment:** None.

VI. **Committee Reports**

- A. Executive Committee: No report.
- B. Finance Committee: Ray Steinke, chair, reminded members the Finance Committee is scheduled to meet August 17 in the Wexford office. The planned joint meeting with County Administrators will be scheduled for a later date.

Christine Lopez reviewed the June financial report submitted with the meeting materials. Through the third quarter of the fiscal year, the balance sheet showed a fund balance of \$5.6 million. Revenues for June totaled just over \$1.6 million, while expenses were just under the same amount. Lopez reported over 84% of aged receivables were current with just 3.4% outstanding for 91+ days.

- 1. *Approve Accounts Payable and Payroll – Action Item.* Motion by Ray Steinke, seconded by Richard Schmidt, to approve June accounts payable and payroll total of \$1,146,735.52.

Roll Call Vote:

|                 |     |                   |     |                 |     |
|-----------------|-----|-------------------|-----|-----------------|-----|
| Patty Cox       | Yes | Martha Meyette    | Yes | Joan Runnels    | Yes |
| Betty Dermeyer  | Yes | Judy Nichols      | Yes | Richard Schmidt | Yes |
| Pauline Jaquish | Yes | Tom O’Neil        | Yes | Ray Steinke     | Yes |
| Bryan Kolk      | 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 |                   |     |                 |     |

Motion carried.

Lopez distributed copies of a completed form from the Michigan Department of Treasury: Application for Waiver and Plan: Defined Benefit Pension Retirement System. She explained, as discussed at the May meeting, the FY17 audit report showed the program was underfunded at 57%. At less than the level of 60% required by the State, the agency is required to request a waiver and provide a summary of steps to be taken to increase the funding level. The action plan summarized in the State application includes:

- The program is closed to new participants;
- Employees hired since 2011 are eligible for a defined contribution plan;
- Additional payments will be made over the next few years to increase the funded ratio.

Lopez noted the more recent MERS actuarial report showed program funding has already increased to 63%. She explained she would need to submit documentation of the Board's approval with the application, and requested the Board so approve and authorize the Chair to sign a Report of Action.

2. *Approve Defined Benefit Program Waiver Application – Action Item.* Motion by Ray Steinke, seconded by Wally Taranko, to approve application and authorize signature of the Chair. Voice Vote: Motion Carried.

Lopez next explained after evaluating banking fees, she recommended the agency establish a deposit account with Shelby State Bank for the main and satellite offices in Oceana County. She said the bank required proof of Board approval in order to establish a business account.

3. *Approve Deposit Account with Shelby State Bank – Action Item.* Motion by Ray Steinke, seconded by Wally Taranko, to approve bank account and authorize signature of the Chair. Voice Vote: Motion Carried.

- C. Personnel Committee: Did not meet. Kevin Hughes announced three employees would retire by the end of July:

- Mary Jo Vanderslice, MIHP      25 years      Oceana
- Connie Veverica, Agency Clerk    24 years      Manistee
- Elizabeth Hansen, WIC            9 years      Wexford

He said the agency was in the third year of an expected five-year period of significant staff turnover. In response to the turnover and other agency objectives, a revised Workforce Development Plan was in process and expected to be completed by February 2019.

The agency was also notified funding was approved to continue Cross-Jurisdictional Sharing initiatives with Central- and Mid-Michigan District Health Departments.

Also, Board members are invited to attend the All Staff Meeting scheduled for Friday, October 5, in Missaukee County.

- D. Legislative Committee: Kevin Hughes reported on the Public Health roundtable events held July 18 and 19. He said as in prior years, he would schedule meetings with State house candidates prior to the general election.

## VII. Program Presentation: DHD#10 Electric Forest Adventures 2018

Kevin Hughes introduced Robin Walicki, RN, immunization coordinator. Walicki provided an overview and summary of public health initiatives and activities related to the Electric Forest Festival in Oceana County. The outreach and prevention activities were part of the State response to the Hepatitis A outbreak. In addition to coordinating messaging through billboards, yard signs and social media, agency staff coordinated a mass vaccination clinic. Through the clinic, 170 employees of festival food service vendors received Hepatitis A vaccines. Staff also worked with the food service vendors in setting up handwashing stations at the festival.

### VIII. Program Reports

- A. Environmental Health: Monthly report included with meeting materials. No further questions. Kevin Hughes shared a copy of a map of locations in Michigan where testing of municipal water systems for PFAS contamination has occurred. So far, of the 10 counties in the DHD#10 jurisdiction, only systems in Newaygo County have been tested.
- B. Personal Health: Monthly report included with meeting materials. Anne Young reported there has been an increase in the number of animals tested and reported as positive for rabies. In 2018, only 9 bats sent by DHD#10 to the State for testing were found positive; by July of this year there have already been 30 bats reported.
- C. WIC: Monthly report included with meeting materials. Anne Bianchi highlighted the revised income guidelines for WIC participation. She noted the income levels are higher than those for Medicaid eligibility.
- D. Health Promotion: Monthly report included with meeting materials. Kim Chandler shared information about a worksite wellness initiative with Yates Dial-A-Ride employees in Lake County. She also called attention to various substance abuse prevention activities including the planned distribution of medication disposal pouches by the Mason and Oceana coalitions.

### IX. Administrative Reports

- A. Medical Director: Monthly report distributed with meeting materials. Dr. Jennifer Morse reported on the hazardous chemicals and toxins associated with secondhand vapor from e-cigarettes. The vapor also contains small particle pollutants which have been linked to heart and lung disease; and are considered one of the most serious environmental risks to public health. In addition, she also cited risks of exposure to the liquid used in e-cigarettes by young children.

Dr. Morse recommended the following: (1) Recognize second- and third-hand vaping is not harmless; (2) keep e-cigarette liquid out of reach of children; and (3) discourage use of e-cigarettes by children and teens.

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

- B. Deputy Health Officer: Kevin Hughes said Sarah Oleniczak was doing better in her recuperation. Jim Maike said the Board wished to express their concern and hoped for her speedy recovery.
- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes reported on ongoing activities related to groundwater contamination around Camp Grayling. He noted health advisory signs were placed around Lake Margarethe to warn against drinking foam on the lake's surface. He said several of the signs were illegally removed. Shelley Pinkelman suggested using local radio stations to communicate information about the public health advisory and explain the penalties for removing the signs.

Included with the materials was a copy of the Contract Extension Agreement with My Community Dental Centers. Hughes said the only change to the agreement was to establish that MCDC would take ownership of dental equipment in the clinics. He recommended the Board approve the agreement.

5. *Approve Contract Extension with My Community Dental Clinics – Action Item.* Motion by Richard Schmidt, seconded by Joan Runnels. Voice vote: Motion Carried.

Hughes next noted the meeting materials included the quarterly performance plan worksheet – or dashboard. He commented the summary report showed progress on all objectives. He expects the strategic plan to be finished in January 2019.

Hughes closed with an announcement that Emory University was continuing its study of PBB exposure in Michigan. Emory has partnered with DHD#10 and worked with staff in Newaygo County for several years as part of the study. The study will now expand to include a site in Wexford County. A community meeting about the study is scheduled for September 16.

**X. Other**

None.

**XI. Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, August 24, at 9:30 a.m. Members were advised to note the meeting is one week earlier due to holiday scheduling.

**XII. Adjournment**

Jim Maike, Chair, adjourned the meeting at 10:37 a.m.

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*Jim Maike, Chair*

*Date*

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*Charles Lange, Secretary*

*Date*