



BOARD OF HEALTH

Meeting Minutes

August 24, 2018

Materials Distributed at the meeting: Finance Committee meeting minutes and FY19 proposed budget; and Michigan Hearing Screening Program Annual Report 2017

- 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, Hubert Zuiderveen
- Guests:** Jennifer Dakers, MDHHS Hearing Program Consultant
- Staff Present:** Anne Bianchi, Jane Drake, Matt Fournier, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Anne Young
- New Employees:** Emmalee Boes, April Burkey, Lee Buss, Stephanie Ruell, Lori K. Simon, Rachel Sorensen
- III. **Approval of the Agenda:** Motion by Ray Steinke, seconded by Bryan Kolk, to approve agenda Motion carried.
- IV. **Approval of the Meeting Minutes:** Motion by Phil Lewis, seconded by Betty Dermeyer, to approve minutes of the July 27, 2018, meeting. Motion carried.
- V. **Public Comment:** None.
- VI. **Committee Reports**
- A. Executive Committee: No report.
- B. Finance Committee: Ray Steinke, chair, reported the group met August 17 to review the proposed budget for fiscal year 2019. He complimented staff for the work that went into preparing the budget for Fiscal Year 2019. He said the committee will be recommending the proposed budget for approval.
- Christine Lopez reviewed the July financial report submitted with the meeting materials. She explained the Balance Sheet showed a cash balance of almost \$6.2 million that reflected an overpayment by the State of the Medicaid cost report. She said the overpayment will be applied to future payments due. Year-to-date agency revenues total \$16.1 million, and expenses stand at \$15.7 million. Accounts receivable totaled \$2.1 million, with just over 83% current. Lopez noted the cash projection reflected the Medicaid overpayment, and a potential payback to the State in August.
1. *Approve Accounts Payable and Payroll – Action Item.* Motion by Ray Steinke, seconded by Hubert Zuiderveen, to approve July accounts payable and payroll total of \$1,281,340.69

Roll Call Vote:

Patty Cox	Yes	Martha Meyette	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.

Lopez distributed copies of the Finance Committee minutes and proposed budget for fiscal year 2019. As in past years, the proposed budget was offered for review, and will be an action item on the September meeting agenda. She noted the proposed budget reflects:

- No increase in County appropriations
- Additional MERS payment
- Pay scale adjustment
- Health Insurance costs in compliance with PA152 caps
- Use portion of fund balance to cover projected deficit

Kevin Hughes said he shared with the Finance Committee that for the last three years the initial proposed budgets were out of balance, but by the end of each fiscal year, through adjustments and corrective actions, the projected deficits were “whittled down to even.”

Hughes noted the 2017 MERS Actuarial Report was distributed at the Finance Committee meeting. He also reminded the committee members that a meeting with County Administrators has been scheduled for October 12 at 9:30 a.m. in Cadillac to discuss County Appropriations.

- C. Personnel Committee: Did not meet. Kevin Hughes said he received word the BC-BS HMO health insurance rates will increase by 4%, and the increase for the BC-BS PPO plan will be 13.8%. He will share more detailed information about the health insurance rates at a meeting with the Personnel Committee expected to be scheduled in September.

Hughes said as part of the Cross-Jurisdictional Sharing project, staff from DHD#10, CMDHD and MMDHD attended an all-day training on customer service and employee engagement at Ferris State University. Feedback from the event was positive.

- D. Legislative Committee: No report.

[Phil Lewis and Shelley Pinkelman were excused from the meeting.]

VII. Program Presentation: *Hearing and Vision Screening Update*

Anne Young introduced Jennifer Akers, MDHHS Hearing Program Consultant. Akers reported the DHD#10 Hearing and Vision Technicians – Michelle Hill, Stephanie Perez, and Diana Stencil – completed over 8,848 hearing screenings in the last fiscal year. Young added the team also completed 15,834 vision services. Perez went on to explain the program and its protocols, and how the screening and referral process works,

VIII. Program Reports

- A. Environmental Health: Monthly report included with meeting materials. Matt Fournier noted the division experienced high turnover but expects to be fully staffed by September. He said total activities for the division were up 5%, and well and septic permits increased by 8% over the last year.

- B. Personal Health: Monthly report included with meeting materials. Anne Young reported flu doses are starting to be delivered to the county offices. She also reported a team administered 36 Hepatitis A vaccines at the Hoxeyville music festival. Staff also circulated among the festival crowds and were able to conduct several outreach and education activities. She said a group will continue these efforts to prevent the spread of Hepatitis A at the Wheatland Music festival in September.
- C. WIC: Monthly report included with meeting materials. Anne Bianchi highlighted the work of staff in outreach and education in support of World Breastfeeding Week. She also reported the summer EBT program was expanded to include five of DHD#10's counties. The affected offices are dealing with an increase in callers inquiring about the availability of the additional food benefits.

Bianchi also reported the division continues to hover at about 85% of assigned caseload. She said she has been asked by the State WIC division to join a funding formula committee.

- D. Health Promotion: Monthly report included with meeting materials. Sarah Oleniczak reported DHD#10 was awarded funding for a grant project to improve health in public housing. The project will target public housing sites in Grayling, Cadillac, Big Rapids and Manistee with nutrition and physical education activity.

She also reported she just learned the Family Planning coordinator successfully submitted a grant application, and the agency will receive approximately 40 thousand condoms – at no cost - for distribution to clients and others through various programs and services.

In response to a question, Oleniczak said division staff participated in organizing a community forum on marijuana and youth substance abuse in Oceana County. Kevin Hughes said the agency would be willing to coordinate speaker panels and community forums on the upcoming ballot initiative to legalize recreational marijuana.

IX. Administrative Reports

- A. Medical Director: Monthly report distributed with meeting materials. Dr. Jennifer Morse reported on skin cancer – the different types, and how to prevent it. She explained the three main types of skin cancer: melanoma, basal cell carcinoma, and squamous cell carcinoma. She said ultraviolet rays are the major risk factor for skin cancer and explained ways to avoid exposure. She also included tips and facts about sunscreen. Dr. Morse added the use of tanning beds and sunbathing should be discouraged. She said 27 states have recognized tanning beds as a health threat and banned their use by minors. In Michigan, teens may still use tanning beds with parental consent.

Dr. Morse recommended the following: (1) Check skin for common signs of skin cancer, (2) Use sunscreen and avoid high UV exposure; (3) discourage indoor tanning.

- 2. *Approve Healthy Living Recommendations* – motion by Richard Schmidt, seconded by Ray Steinke.
Motion Carried.

- B. Deputy Health Officer: Written report submitted with meeting materials. Sarah Oleniczak reported a project to update all job descriptions was nearly complete. Also, DHD#10 was notified by PHAB the agency's annual report was successfully completed, and the agency met all requirements. Oleniczak said Part 2 of the report was submitted in mid-August, and they expect to hear back from PHAB in September.
- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes updated the Board on PFAS contamination near Camp Grayling. To date, 662 water samples were taken around the camp, and 407 around Lake Margarethe; and 379 water filters have been distributed. He said he received word from the State the agency will continue to receive funding for FY 2019 to continue work in addressing the PFAS contamination.

Hughes next reported a subgroup of the Public Health Advisory Commission is focusing on the funding formula for essential public health services. Other subgroups are being formed to address the 32 recommendations of the Governor’s task force on improving public health.

He also reported an increase in funding for essential public health services was included in the State budget. The additional \$4.9 million will be distributed among local health departments according to an old funding formula. It is not yet certain how much of the funding will be allocated to DHD#10.

X. Other

Board members Betty Dermyer, Joan Runnels, and Richard Schmidt shared comments on the NALBOH conference, and expressed appreciation for the opportunity to attend.

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, September 28, at 9:30 a.m..

XII. Adjournment

Jim Maike, Chair, adjourned the meeting at 10:39 a.m.

Jim Maike, Chair _____ *Date*

Charles Lange, Secretary _____ *Date*