



**BOARD OF HEALTH**

**Meeting Minutes**

*June 26, 2015*

**Materials distributed** at the meeting: Medical Director Associated Agreement – corrected; Governance in Action Modules 4 & 6 – Post Evaluation forms; Human Resources Policy: Nepotism.

- I. Chair Ray Steinke called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Art Adleman, Colleen Carrington-Atkins, Patty Cox, John Fuscone, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Denny Powers, Susan Rogers, Richard Schmidt, Ray Steinke, Barb Stenger, Wally Taranko, Gary Taylor, Hubert Zuiderveen  
**Members Excused:** Chris Ortwein, Shelley Pinkelman  
**Members Absent:** Craig Crambell, Ken Hilliard  
**Staff Present:** Anne Bianchi, Becky Gaines, Kevin Hughes, Christine Lopez, Sarah Oleniczak, Tom Reichard, Anne Young
- III. **Approval of the Agenda:** Motion by Susan Rogers, seconded by Richard Schmidt, to approve the agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Chair Steinke requested a motion to approve minutes of the May 29, 2015, meeting. Motion made by Art Adleman, seconded by Evelyn Kolbe. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
  - A. **Executive Committee:** Chair Steinke reported the committee did not meet but had conferred on the Associated Agreement with the Mid- and Central Michigan District Health Departments regarding shared services for a Medical Director. Kevin Hughes distributed a revised version with typographical corrections. He noted the agreement covered a 15-month period to carry through fiscal year 2016. Ray Steinke and Evelyn Kolbe shared observations from the interviews of the Medical Director candidates. Chair Steinke stated the committee recommended approval of the proposed agreement. Motion by Susan Rogers, second by Evelyn Kolbe, to approve the Associated Agreement.

Roll Call vote:

Art Adleman	Yes	Charles Lange	Yes	Ray Steinke	Yes
C Carrington-Atkins	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Patty Cox	Yes	Denny Powers	Yes	Wally Taranko	Yes
John Fuscone	Yes	Susan Rogers	Yes	Gary Taylor	Yes
Steve Johnson	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Evelyn Kolbe	Yes				

Motion Carried.

Hughes said Dr. Robert Graham was not able to attend the meeting. Dr. Jennifer Morse would officially take over Medical Director duties on July 6, and was planning to attend the July BOH meeting.

- B. **Finance Committee:** Susan Rogers, Committee Chair, reported the committee did not meet, and invited Christine Lopez, Administrative Services Director, to present the Financial Report for the month ended May 31, 2015. Highlights of the report:
  - Current cash: \$3.3 million.

- Total assets: \$6.8 million.
- Total fund balance: \$5.6 million.
- 23.9% of budgeted state revenue remaining.
- Total YTD revenues: \$11.9 million.
- Total YTD expenses: \$11.3 million

Lopez stated that the fund balance would begin to show a decrease as the State funds are expended. She also noted from the cash flow analysis that the cash balance was staying where projected. Aged receivables declined during April due to a quarterly Medicaid cost settlement from the State.

1. *Accounts Payable and Payroll – Action Item.* Motion by Susan Rogers, seconded by John Fuscone, to approve Accounts Payable and Payroll total of \$1,211,785.91.

Roll Call vote:

Art Adleman	Yes	Charles Lange	Yes	Ray Steinke	Yes
C Carrington-Atkins	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Patty Cox	Yes	Denny Powers	Yes	Wally Taranko	Yes
John Fuscone	Yes	Susan Rogers	Yes	Gary Taylor	Yes
Steve Johnson	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Evelyn Kolbe	Yes				

Motion Carried.

Lopez said the Finance Committee would meet in August to review the proposed budget for fiscal year 2016, and an amended 2015 budget.

B. **Personnel Committee:** Committee did not meet. Becky Gaines, Human Resource Director, highlighted her written report. She also said MMRMA declared an additional \$2.8 million to be distributed to members. She said the agency had previously received a distribution of \$67 thousand, and it was likely they would be receiving more from the additional distribution. Gaines informed the members that the Personnel Committee would meet in July to review Health Insurance rate changes.

Gaines next distributed a copy of the agency's current Nepotism Policy. She requested a one-time variance from the policy. She said the agency was facing significant staff shortages and the variance would allow filling a critical position. She said the situation did not involve immediate family members, nor would the individuals be working in the same division or county. She said she would be presenting a less stringent policy for consideration in the fall. Kevin Hughes said he contacted Chris Ortwein, Personnel Committee Chair, to request immediate consideration of the variance as the interview process to fill the vacancy is underway. He said Ortwein did not object. Motion by Art Adleman, second by Evelyn Kolbe, to approve one-time exception to the Nepotism Policy.

Roll Call vote:

Art Adleman	Yes	Charles Lange	Yes	Ray Steinke	Yes
C Carrington-Atkins	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Patty Cox	Yes	Denny Powers	Yes	Wally Taranko	Yes
John Fuscone	Yes	Susan Rogers	Yes	Gary Taylor	Yes
Steve Johnson	Yes	Richard Schmidt	Yes	Hubert Zuiderveen	Yes
Evelyn Kolbe	Yes				

Motion Carried.

Gaines noted that HUB would be engaged in reviewing all personnel policies, and any revisions would be presented for review in the fall. She also shared information on upcoming retirements for two employees in Manistee.

Colleen Carrington Atkins asked if it would be possible to send position opening notices to the county administrators where Internet access is limited. Gaines agreed to distribute the postings to the administrators.

- C. **Legislative Committee.** Evelyn Kolbe reported she attended a State meeting on accreditation. She said the State was looking at changing accreditation requirements to more closely match the national organization. She said the recent achievement of national accreditation by DHD#10 was given favorable mention at the meeting.

Kevin Hughes noted the meeting materials included an announcement from MDHHS that the agency is seeking a waiver to modify options available under the Healthy Michigan Plan for eligible participants. He also reported that funding for local public health that had been cut earlier this year by executive order from the Governor was restored in the legislative budget. State funding for essential public health services for fiscal year 2016 would stay at the same level funded for 2015.

## VII. **Program Presentation**

Governance in Action for Public Health – Modules 4 & 6. Following the viewing, post-evaluation surveys were distributed to the members.

Kevin Hughes said the Board had only one more module to view at the July meeting to conclude the training. He said he was contacted by the program developers who were interested in receiving feedback from the BOH members. Hughes proposed that members interested in participating in the program evaluation plan on participating in a conference call one-half hour before the start of the August board meeting. Reminders will be sent before the August meeting.

## VIII. **Program Reports**

- A. Environmental Health: Monthly activity report submitted with meeting materials. Tom Reichard said several staff members were engaged in ensuring public health and safety of up to 42,000 attendees at a music festival in Oceana County.
- B. Personal Health: Written report submitted with meeting materials. Anne Young reported her staff was dealing with a Pertussis outbreak in Wexford, Missaukee and Osceola counties. Seventeen cases are currently under investigation. She said the outbreak is thought to have started at a school event. Staff members were coordinating with providers and school personnel in communicating information about the outbreak to parents.
- C. WIC: Report submitted with meeting materials. Anne Bianchi highlighted that MDHHS completed an evaluation and review of the division and will recommend the program be fully accredited. She also discussed the economic impact on local communities from food dollars spent by WIC participants. In 2014, almost \$6.7 million in revenue was directed to authorized grocery stores and pharmacies in the ten counties served by the agency. Included with the report was a handwritten note of appreciation from a young family who received WIC services.
- D. Health Promotion: Report submitted with meeting materials. Sarah Oleniczak reported the Adolescent Health Clinic in Oceana County is now fully staffed with the hiring of a clinician. She also noted the copy of a Facebook posting of a thank you note to the Breast and Cervical program.

## IX. **Administrative Reports**

- A. Medical Director: No report.
- B. Health Officer: Written report submitted with meeting materials. Kevin Hughes reported that a Behavioral Risk Factor Survey was underway in the northern counties. DHD#10 participated with Spectrum Health in conducting a similar survey in the southern counties. Data from both surveys would be used in compiling the agency's Community Health Needs Assessment to be submitted in 2017.

Hughes also highlighted from his written report:

- There have been no reports of human infections from the recent Avian flu outbreak. Should there be a transmission of the flu from poultry or wild fowl, public health would be more involved.
- The agency will be closely monitoring state changes to funding for Hearing and Vision.
- Increasing the age for purchasing tobacco products to 21 is in the early exploratory stage of proposed state legislation. If there is legislation, it will likely include regulating e-cigarettes.

Hughes also discussed his meetings with Ferris State University on establishing an Academic Public Health Department. He said the effort would strengthen current relationships and enhance public health training and research. He asked the Board to endorse and support the effort to pursue the development of a Memorandum of Understanding with Ferris State. Board members shared individual views on the positive outcomes and benefits of an academic public health department, and then voted unanimous support of pursuing an MOU by acclamation.

Hughes will be attending the NACCHO conference the second week in July, and will also complete a training for new Health Officers. He expects to be accessible by cell phone.

**X. Other Business**

The agency's Workforce Development Plan has been posted on the Public Health Foundation website as a best practice example.

The NALBOH conference is coming up in August. Shelley Pinkelman will be attending. Other Board members interested in attending should contact Kevin Hughes.

Kevin Hughes presented to the Board a plaque from PHAB in recognition of DHD#10's achievement of national accreditation.

**XI. Next Meeting:** July 31, 2015, at 9:30 a.m. in the Board Room of the Wexford County Office.

**XII. Adjournment**

Chair Steinke adjourned the meeting at 10:45 a.m.

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*Ray Steinke, Chair*

*Date*

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*Ken Hilliard, Secretary*

*Date*