



## **BOARD OF HEALTH**

### **Meeting Minutes**

*July 31, 2015*

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**Materials distributed** at the meeting: 2015-16 Private Flu Vaccine Information; Governance in Action for Public Health – Module 5 and Final Course Evaluations; WIC Monthly Report.

- I. Chair Ray Steinke called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Art Adleman, Patty Cox, Craig Crambell, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Shelley Pinkleman, Denny Powers, Ray Steinke, Barb Stenger, Wally Taranko, Gary Taylor, Hubert Zuiderveen  
**Alternates Present:** Jack Cairy, Jim Maike  
**Members Excused:** Colleen Carrington-Atkins, John Fuscone, Ken Hilliard, Chris Ortwein, Susan Rogers, Richard Schmidt  
**Staff Present:** Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Anne Young  
**Others Present:** State Representative Phil Potvin
- III. **Approval of the Agenda:** Motion by Shelley Pinkleman, seconded by Steve Johnson, to approve the agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Chair Steinke requested a motion to approve minutes of the June 26, 2015, meeting. Motion made by Art Adleman, seconded by Charles Lange. *Motion carried.*
- V. **Public Comment:** Chair Steinke introduce State Representative Phil Potvin. Rep. Potvin said he was at the meeting to learn. He said the legislature passed the next fiscal budget early, and was focused on what was needed to get the job done in transportation.
- VI. **Committee Reports**
  - A. **Executive Committee:** Chair Steinke reported the committee did not meet. He said he and Kevin Hughes attended a dedication and memorial in honor of former medical director, Dr. James Wilson.
  - B. **Finance Committee:** Christine Lopez, Administrative Services Director, reported the committee would meet August 21 in the Lake County office to review budget amendments and a proposed fiscal year 2016 budget. Lopez next presented Financial Report for the month ended June 30, 2015. Highlights of the report:
    - Current cash: \$3.1 million.
    - Total assets: \$6.8 million.
    - \$5 million YTD in State revenue.
    - 16.6% of budgeted state revenue remaining.
    - Total revenue of \$13.4 million, with 21.8% of budget total remaining.
    - Total expenses are at \$12.8 million for the year with 32.2% of budget total remaining.Lopez noted expenses reflected that the value of vaccines was included in Supplies in Expenses. Currently, supplies are at 57% of budget. Once vaccines are ordered, the costs will be reflected in supplies. She also explained that the balance sheets in the last quarter would show contractual and capital outlays for building renovations and IT consultants. She said the cash flow analysis showed projected receipts and revenues should result in a cash balance of \$2.3 million in September.

1. *Accounts Payable and Payroll – Action Item.* Motion by Evelyn Kolbe, seconded by Hubert Zuiderveen, to approve Accounts Payable and Payroll total of \$1,736,400.10.

Roll Call vote:

Art Adleman	Yes	Charles Lange	Yes	Ray Steinke	Yes
Jack Cairy	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Patty Cox	Yes	Jim Maike	Yes	Wally Taranko	Yes
Craig Crambell	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Steve Johnson	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Evelyn Kolbe	Yes				

Motion Carried.

Anne Young presented a comparison of costs and proposed fees for Private Vaccines. Young explained the proposed fees reflected a decrease in the Administration fee, and expected higher costs for vaccine supplies. The total fees would increase by \$1 to \$2 per dose.

2. *Approve Vaccine Fee Schedule – Action Item.* Motion by Art Adleman, seconded by Wally Taranko, to approve proposed 2015-15 Vaccine fees.

Roll Call vote:

Art Adleman	Yes	Charles Lange	Yes	Ray Steinke	Yes
Jack Cairy	Yes	Phil Lewis	Yes	Barb Stenger	Yes
Patty Cox	Yes	Jim Maike	Yes	Wally Taranko	Yes
Craig Crambell	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Steve Johnson	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Evelyn Kolbe	Yes				

Motion Carried.

Lopez also reported she and Becky Gaines were working on a proposal to MMRA for funding to install pass card locks on employee entrances for all DHD#10 buildings. She and Kevin Hughes explained the locks would enhance security for the buildings and reduce issues with retrieving keys when employees leave.

- B. **Personnel Committee:** Committee did not meet. Kevin Hughes highlighted the report submitted by Becky Gaines. Gaines requested appointment by the Board to serve as the MERS delegate. Motion by Shelley Pinkelman, seconded by Phil Lewis, to appoint Becky Gaines as the MERS delegate. Motion Carried by unanimous acclamation.

Hughes said he and Gaines met with MERS representatives and looked at retirement costs. He explained the agency committed to \$200 thousand each year to pay down the unfunded liability. He said if there were an opportunity, he would bring to the Finance Committee before the end of the year a proposal to commit additional funds to reduce the liability. Shelley Pinkelman asked if it would be possible for DHD#10 to issue bonds and “make whole” the agency. Hughes committed to look into the question and report back.

Hughes also reported he and Gaines met with HUB on renewing employee health insurance, and would also be looking at options with other insurers.

- C. **Legislative Committee.** Evelyn Kolbe directed the members’ attention to the MALPH legislative update included in the board materials. She said she attended a session on the dangers of powdered alcohol at the NACCHO conference. She suggested the Board make a formal resolution against the sale and use of powdered alcohol. Hughes said he would draft a proposed resolution for the next meeting.

Hughes discussed other pending legislation of concern:

- HB 4749 – would require local health departments to conduct prison kitchen inspections. There are two prisons within DHD#10 boundaries.

- SB 423 – would cap restaurant inspection fees. Hughes said the proposal could limit the ability of local health departments to recover costs.

Hughes also reported that Robin Walicki, immunization coordinator, attended a meeting of regional immunization providers. The meeting was also attended by local legislators. The legislators discussed prospective legislation to allow only medical immunization waivers.

## VII. Program Presentation

Governance in Action for Public Health – Module 5, *Contributing to Health Equity*. Following the viewing, module and course evaluation surveys were submitted to the members. Based on member responses, Hughes will notify the course developers that the Board would not participate in a conference call to provide further feedback. He would suggest instead they provide a written survey for members to complete.

Hughes said beginning with the August meeting, the program presentations would return to reports on divisional activities.

## VIII. Program Reports

A. Environmental Health: Monthly activity and quarterly quality assurance reports submitted with meeting materials. Tom Reichard said last year available funding only allowed inspections of Lake Michigan beaches once a month. This year, the funding allows sampling once a week. He said the department already issued two beach advisories this season. During the week, the division received reports of 20 people becoming ill from swimming in a lake in Manistee County. Staff will continue to monitor the situation.

B. Personal Health: Written report submitted with meeting materials. Anne Young reported the pertussis outbreak was coming to an end. She noted a correction to her report: the number of pertussis cases reported in Wexford County was seven, for a total of 35. She said the number of pertussis cases nationally increased sharply in recent decades – from an average of 8,000 per year from 1997 to 2001; to over 28,000 in 2014. She explained there had been a change in the vaccine used, and the majority of the cases they dealt with during the outbreak had been up to date on vaccines.

Young also highlighted the success story included with her report: through a Teen Parent program, a young mother in Newaygo County became a certified nurse aide, and has since gone on to become a Registered Nurse.

C. WIC: Report distributed at the meeting. Anne Bianchi reported that the Senate Agricultural Appropriations Committee approved a bill to increase federal funding for WIC and breastfeeding support programs. She noted her report included a copy of a newsletter produced for the chronic prevention grant in Oceana County.

D. Health Promotion: Report submitted with meeting materials. Sarah Oleniczak reported that 58 worksites completed the “Golden Shoe Challenge,” and logged almost 162 thousand miles. She highlighted a worksite success story in which an individual lost 60 pounds. She also noted from her report the Mason County substance abuse prevention staff is working with law enforcement in presenting an educational session on synthetic marijuana and e-cigarettes. Oleniczak also said her report did not include a information on a grant recently submitted to the Michigan Cancer Consortium to target colorectal cancer. She also reported Manistee County would be holding an obesity summit on August 13.

## IX. Administrative Reports

A. Medical Director: Dr. Jennifer Morse shared some of her background with the Board members. Included in her written report were two recommendations: (1) Encourage parents to vaccinate children against Hib; and (2) Remind health care workers to report all animal bites. She said Hib can cause serious infections in young children. She also discussed the risk of infections and

rabies from animal bites, and said parents should educate children to be cautious around animals.

Motion by Shelley Pinkelman, seconded by Evelyn Kolbe, to approve the Medical Director's recommendations. Motion carried by unanimous acclamation.

B. Health Officer: Kevin Hughes highlighted from his written report:

- He attended the NACCHO conference and the Leadership Development Institute. He will continue to participate in LDI monthly conference calls and webinars through the end of the year. He is the only health official from Michigan in the program.
- He will be meeting with Western Michigan and Ferris State Universities on the Academic Public Health Department concept. He said the intent was to move at a pace that would not burden the agency. He thought the concept was good, and would positively enhance training for a public health workforce.
- Notice was received from the State that funding for the Hearing and Vision program would be cut by almost \$92 thousand over the next three years. Hughes said the leadership team had a plan in place to meet the minimum program requirements and continue to provide effective service.
- A letter was received from MDHHS officially confirming approval of the appointment of Dr. Jennifer Morse as Provisional Medical Director. Upon completion of a Master's degree in Public Health, the provisional status will be removed.
- A proposal submitted by DHD#10 to improve immunization compliance in MICR Region #5 was accepted. The agency will serve as the fiduciary for the 30-month project.

Hughes also noted the Board materials included a copy of the Deputy Health Officer job description. He said the position was in the budget and the plan was to post it and identify a candidate by the start of the upcoming fiscal year. He also said he and Evelyn Kolbe would be attending the NALBOH conference from August 6 to 7.

X. **Other Business**

None.

XI. **Next Meeting:** August 28, 2015, at 9:30 a.m. in the Board Room of the Wexford County Office.

XII. **Adjournment**

Motion by Evelyn Kolbe, seconded by Hubert Zuiderveen to adjourn. Chair Steinke adjourned the meeting at 10:40 a.m.

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Ray Steinke, Chair

Date

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Ken Hilliard, Secretary

Date