



BOARD OF HEALTH

Meeting Minutes

August 28, 2015

Materials distributed at the meeting: BOH member roster – revised; Finance Committee report - minutes, 2016 Proposed Budget, 2015 Budget Amendments.

- I. Chair Ray Steinke called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Art Adleman, Patty Cox, Colleen Carrington-Atkins, John Fuscone, Ken Hilliard, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Jim Maike, Shelley Pinkleman, Denny Powers, Susan Rogers, Richard Schmidt, Ray Steinke, Barb Stenger, Wally Taranko, Gary Taylor, Hubert Zuiderveen
Alternates Present: (none)
Members Absent: Craig Crambell
Staff Present: Anne Bianchi, Jane Drake, Matt Fournier, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Anne Young
- III. **Approval of the Agenda:** Motion by Susan Rogers, seconded by Jim Maike, to approve the agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Chair Steinke requested a motion to approve minutes of the July 31, 2015, meeting. Motion made by Art Adleman, seconded by Charles Lange. *Motion carried.*
- V. **Public Comment:** (none)
- VI. **Committee Reports**
 - A. **Executive Committee:** Chair Steinke reported the committee did not meet. He also announced that Chris Ortwein would serve as an alternate and Jim Maike would take his place as a member of the Board representing Newaygo County; and Shelley Pinkelman would move from Vice Chair to Chair of the Personnel Committee. Kevin Hughes distributed a revised listing of Board members and alternates with committee assignments.
 - B. **Finance Committee:** Susan Rogers, Finance Committee Chair, reported the committee met August 21 to review to budget amendments and a proposed fiscal year 2016 budget which would be shared with the Board as part of the financial report. She invited Christine Lopez to first present the Financial Report for the month ended July 31, 2015. Highlights of the report:
 - Current cash: \$3.6 million.
 - Total assets: \$6.9 million.
 - \$5.4 million YTD in State revenue.
 - \$2.2 out of \$3.7 million received in budgeted Other Grants.
 - Total revenue of \$14.7 million YTD with 22% remaining.
 - YTD revenue exceeds expenses by \$528 thousand.
 - 71% of receivables are current.Lopez noted just 3% of budgeted revenue for Environmental Health was remaining, and it was expected this revenue would go over budget projections. She also noted 29% of expected billing revenue was still remaining, but most of the outstanding revenue would be recognized by year end. The Cash Flow Analysis projected a cash balance of \$2.1 million through December.
 1. *Accounts Payable and Payroll – Action Item.* Motion by Susan Rogers, seconded by Shelley Pinkelman, to approve Accounts Payable and Payroll total of \$1,137,389.51.

Roll Call vote:

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

Motion Carried.

Members present received minutes of the August 21 Finance Committee meeting, and the proposed 2016 budget and 2015 budget amendments. Lopez explained the proposed budget was presented for review and would be included as an action item for the September Board meeting. Items she highlighted in the proposed budget included:

- No increase in County appropriations.
- Additional \$200 thousand payment to MERS.
- Proposed salary increase - to be presented to Personnel Committee in October for review and recommendation to full Board.
- Expenses include workforce development training dollars, additional IT support, and matching dollars for a grant project to upgrade door locks.
- Reductions in state funding for the Hearing and Vision program.

Lopez noted the proposed budget was out of balance with expenses in excess of revenues by \$178 thousand. The fund balance would be used to cover the shortfall. Kevin Hughes explained a salary increase was built into the budget to show how the budget would be impacted. The proposed increase would be reviewed by the Personnel Committee before presenting to the full Board for approval. In response to a question about the MERS payment, he said the current funded portion of the defined benefit program was at 67%, and without the extra payments made in recent years by the agency it would only have been at 45%. He also committed to report to the Board at the next meeting the current dollar amount of the unfunded liability.

Lopez also explained the Medicaid Cost Report Summary included in the Finance Committee materials. She said the agency still had open cost reports for fiscal years 2010-2014. The total amount to be recognized is \$3.6 million. The proposed budget includes \$3.0 million of the amount to be recognized in agency revenue. She said the proposed budget included an additional payment of \$300 thousand to MERS from the balance of payments to be recognized. This amount would be in addition to the \$200 thousand already planned. If both payments are made before December 31, the reduction in liability will be reflected in the next actuarial report.

Members were encouraged to review the budget for the September meeting, and to contact Hughes or Lopez with any questions.

Lopez next presented the 2015 budget amendments. Adjustments to revenue were made to reflect amounts received. Billing revenue exceeded the budget total by \$357 thousand. On the expense side, because of the number of vacant positions during the year, the amended budget for wages is \$8.3 million or \$325 thousand less than the current budget.

Susan Rogers said the Finance Committee reviewed and discussed the budget amendments. She noted the amendments included the additional payment of \$300 thousand to MERS. She said the Committee recommended approval of the amendments as presented.

2. *2015 Budget Amendments – Action Item.* Motion by Susan Rogers, seconded by Wally Taranko, to approve FY15 Amended Budget as presented.

Roll Call vote:

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

Motion Carried.

Rogers next explained the last item in the Finance Committee materials distributed at the meeting was a memorandum of agreement concerning the designation of the Missaukee County Treasurer as the custodian of DHD#10 funds received and expended. Adoption of a formal agreement with Missaukee County was recommended by the agency's attorney. Christine Lopez said the agreement specified an annual payment of \$2,400 to the Treasurer's office to compensate for time involved in processing vouchers and transactions; as well as limiting the number of transactions to be processed per month. Rogers said once the agreement was approved by the Board, it would go to the County Treasurer for her approval.

3. *Approve Agreement with Missaukee County Treasurer – Action Item.* Motion by Hubert Zuiderveen, seconded by Ken Hilliard, to approve the agreement as presented.

Roll Call vote:

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

Motion Carried.

- B. **Personnel Committee:** Chair Shelley Pinkelman reported the committee did not meet. Kevin Hughes highlighted the Human Resources department report distributed at the meeting. Eight new position openings and two previous postings were vacant at the time of the report. Seven vacant positions were filled in the last month. Hughes said he and Becky Gaines would meet with HUB the following week to review health insurance rates. He also reported times had been scheduled in all counties during September for staff to meet with the MERS representative.

Hughes said he anticipated a recommendation on health insurance changes would be ready for review by the Personnel Committee in October along with a proposed salary increase. Pinkelman requested members consider potential nominees for appointment to the vacant position of Personnel Committee vice chair.

- C. **Legislative Committee.** Evelyn Kolbe said she attended the NALBOH conference and said it was worthwhile. She reported she attended a meeting on State accreditation. She said the group was looking at revising accreditation requirements for Boards or agencies that were nationally-accredited in order to reduce duplication.

Kevin Hughes said a Resolution in Support of Banning Powdered Alcohol was included in the meeting materials as requested at the last meeting. The State Senate already adopted legislation banning powdered alcohol. The resolution was a formal request to legislators in the State House to do the same. In response to a question, Dr. Jennifer Morse said that production of powdered alcohol had been approved by the federal government in May and it was not yet in distribution. Kolbe and Hughes said the product was dangerous as it could be easily misused or even toxic.

Kolbe also encouraged members to follow up with their State representatives about the need to ban the product.

4. *Approve Resolution in Support of Banning Powdered Alcohol – Action Item.* Motion by Evelyn Kolbe, seconded by Art Adleman, to approve the resolution as presented.

Roll Call vote:

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

Motion Carried.

VII. Program Presentation

Tom Reichard introduced Matt Fournier, supervisor of public water supply programs. Fournier explained the revised Total Coliform Rule and its impact on Environmental Health programs and operations. He explained the revised rule concerned Type 2 water supplies – sources available to the public not provided by municipal water suppliers. The new rule will be effective April 1, 2016.

Fournier and Reichard explained that the revised rule could result in higher mailing costs as well as creating a need for additional staff to meet program standards. Kevin Hughes said the agency would closely monitor the impact of the rule change as it is rolled out.

VIII. Program Reports

- A. Environmental Health: Monthly activity report submitted with meeting materials. Tom Reichard reported the State would be shifting responsibility for inspections of water and sewage systems in mobile home parks from LARA to local health departments. No information on fee schedules, forms, standards or procedures was provided by the State.
- B. Personal Health: Written report submitted with meeting materials. Anne Young reported flu vaccine orders were expected to be delivered in September. She also said Mason County nursing staff dealt with a food borne illness outbreak. Several workers came down with Norovirus after eating foods prepared by a caterer. Young also highlighted a success story from Manistee County. She said the agency provided an interpreter to assist a Spanish-speaking patient with labor and delivery at a local hospital. She also said they received a thank you from a parent of twins who appreciated the infant swaddle-sleep sacks provided by DHD#10.
- C. WIC: Report submitted with meeting materials. Anne Bianchi highlighted the success of the pilot project in Lake County to provide oral screening and fluoride varnish. The program will be extended to other counties in the near future. A project in Oceana County focused on chronic disease prevention is preparing for a national site visit.
- D. Health Promotion: Report submitted with meeting materials. Sarah Oleniczak reported that the site visit on the 4x4 Implementation Grant was successful. She said the agency would have to apply to renew the grant, but she expected they would receive continued funding. She also reviewed accomplishments of the Building Healthy Communities grant and said there was potential for the grant to be expanded to other counties.

Oleniczak also announced the site visit by Lakeshore Regional Partners of the substance abuse prevention grant was positive. She said they received word that the grant application to support substance abuse prevention activities in Lake, Mason and Oceana had been approved. Final notice on the award amount and work plan approval is expected in September.

She also reported the State invited the Shelby Health Center to be one of four study sites in evaluating the effectiveness of adolescent health centers. By participating, DHD#10 will receive technical assistance and data to support program evaluation and planning.

IX. Administrative Reports

A. Medical Director: Report submitted with meeting materials. Dr. Jennifer Morse provided background on her recommendations: (1) Support Tobacco 21 policies in Michigan, and (2) Include E-cigarettes in smoke-free laws to protect non-users. In her materials, she also included a resolution for approval by the Board, "Raising the Minimum Age of Legal Access to Tobacco Products in Michigan to Age 21."

By consensus, members present approved the Medical Director's recommendations and agreed to formally adopt the resolution as presented. Motion by Shelley Pinkelman, seconded by Art Adelman, to approve the resolution in support of raising the minimum age to access tobacco products.

Roll Call vote:

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

Motion carried.

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

- Senate Bill 423 would limit the ability of health departments to set fees. The Livingston County Board of Health passed a resolution against the bill. If the bill continues to remain active, the Board might also be asked to consider a resolution of non-support.
- Michigan Community Dental Clinics proposed a policy to begin providing services to patients with private insurance. The policy change would mean the clinics would be in competition with private dentists. Following discussion at a MALPH board meeting, MCDC rescinded the proposed policy change.
- Hughes has been representing DHD#10 on a project to increase collaboration and sharing of resources among health departments. The agency is already part of the Northern Michigan Public Health Alliance which resulted from a similar cross-jurisdiction sharing project.
- In response to a question at the last meeting, he investigated the possibility of the agency issuing bonds to reduce the retirement funding liability. The agency's attorney, and MAC, indicated that the health department could not issue government bonds. The counties would have to issue such bonds.

Hughes also noted the Board materials included a copy of Dr. Morse's acceptance letter into the MSU School of Public Health. In addition, information about the October 7-8 State public health conference was provided and members were asked to let Hughes know if they were interested in attending.

Members were also invited to attend the All Staff meeting at Crystal Mountain on October 2. Hughes also reminded members that the October 30 Board meeting would be held at Fox Hill and employee recognition awards would be presented after meeting. He invited members to plan on staying for the event and special luncheon.

X. Other Business

None.

XI. Next Meeting: September 25, 2015, at 9:30 a.m. in the Board Room of the Wexford County Office.

XII. Adjournment

Chair Steinke adjourned the meeting at 10:58 a.m.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date