



BOARD OF HEALTH

Meeting Minutes

October 30, 2015

Materials distributed at the meeting: Draft minutes of Board Executive Committee meeting of October 23; draft minutes of Board Personnel Committee meeting of October 23 with memo of salary and insurance recommendations; Human Resource Department Report; proposed Nepotism policy; Michigan Tick ID Card

Meeting was held at Fox Hills Meeting Center, Cadillac. Location was duly noticed and posted.

- I. Chair Ray Steinke called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Art Adleman, Patty Cox, John Fuscone, Ken Hilliard, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Jim Maike, Shelley Pinkelman, Denny Powers, Richard Schmidt, Ray Steinke, Barb Stenger, Wally Taranko, Gary Taylor, Hubert Zuiderveen
Alternates Present: Pam Niebrzydowski
Members Absent: Craig Crambell
Members Excused: Colleen Carrington-Atkins; Susan Rogers
Staff Present: Jane Drake, Kevin Hughes, Christine Lopez, Katie Miller, Dr. Jennifer Morse, Tom Reichard, Meryl Smith, Christina Tejada, Anne Young
Others Present: Martha Zuiderveen
- III. **Approval of the Agenda:** Motion by Jim Maike, seconded by Evelyn Kolbe, to approve the agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Evelyn Kolbe, seconded by Ken Hilliard, to approve minutes of the September 25, 2015, meeting. *Motion carried.*
- V. **Public Comment:** Hubert Zuiderveen introduced Pam Niebrzydowski, new commissioner for Missaukee County, and appointed alternate to the Board of Health. Zuiderveen also introduced his guest and wife, Martha Zuiderveen.
- VI. **Committee Reports**
 - A. **Executive Committee:** Chair Steinke reported the committee met October 23. Copies of the draft meeting minutes were distributed to members present.
 - B. **Finance Committee:** Christine Lopez presented the draft Financial Report for the fiscal year ended September 30, 2015. Lopez stressed the report was a draft as the year-end totals were not yet reconciled. Highlights of the report:
 - Cash balance: \$3.6 million.
 - Total fund balance: \$6.4 million.
 - State revenue: \$6.0 million.
 - Total revenue: \$17.6 million.
 - Total Billing Revenue: \$5.0 million of \$5.5 million budgeted.
 - Total EH Revenue: \$1.1 million – or above budget
 - Total expenses: \$17.6 million
 - Almost 80% of accounts receivable currentLopez said the cash flow analysis showed \$3.4 million in cash, with projections to March showing a balance of \$2 million. She noted, however, the projections were contingent on receipt of expected State quarterly payments for Medicaid cost reports.

1. *Accounts Payable and Payroll – Action Item.* Motion by Denny Powers, seconded by Ken Hilliard, to approve Accounts Payable and Payroll total of \$1,729,775.05.

Roll Call vote:

Art Adleman	Yes	Charles Lange	Yes	Ray Steinke	Yes
Patty Cox	Yes	Phil Lewis	Yes	Barb Stenger	Yes
John Fuscone	Yes	Jim Maike	Yes	Wally Taranko	Yes
Ken Hilliard	Yes	Pam Niebrzydowski	Yes	Gary Taylor	Yes
Steve Johnson	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Evelyn Kolbe	Yes	Richard Schmidt	Yes		

Motion Carried.

- C. **Personnel Committee:** Chair Shelley Pinkelman reported the committee met October 23. Draft minutes were distributed at the start of the Board meeting. Kevin Hughes also distributed the Human Resources report. Hughes noted four of six positions posted the prior month had been filled. He also reported insurance benefits open enrollment meetings were scheduled in all counties in early November. HUB representatives were assisting with the open enrollment process and ACA reporting. Hughes said HUB would also be providing free online trainings to employees. As for the vacancy in Human Resources, he said he would be meeting with the directors to gather their input on what the role of the position should be. He said he expected to have the position filled by February 2016.

2. *Insurance Recommendations – Action Items: Health Insurance, Flexible Spending Account, Tele-Health, Dental, Vision.*

Hughes reviewed the recommendations for employee insurances summarized in his October 23 memo to the Personnel Committee. A detailed analysis of various insurance options was reviewed by the Personnel Committee. Hughes said based on the analysis, the Personnel Committee recommended approval of two Blue Care Network health plans. Motion by Evelyn Kolbe, second by Ken Hilliard to approve two Blue Care Network HMO plans as the health insurance options.

Roll Call vote:

Art Adleman	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	No	Jim Maike	Yes	Barb Stenger	Yes
Ken Hilliard	Yes	Pam Niebrzydowski	Yes	Wally Taranko	Yes
Steve Johnson	Yes	Shelley Pinkelman	Yes	Gary Taylor	No
Evelyn Kolbe	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes

Motion Carried.

The Personnel Committee also recommended approval for continuation of a \$500 Flexible Spending Account. Hughes explained the benefit and amount was the same as for the last four years. Motion by Hubert Zuiderveen, second by Art Adleman, to approve the recommended FSA benefit.

Roll Call vote:

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

Motion Carried

Hughes explained the current health insurance option provided an optional 24/7 online and telephone access to physicians. The Personnel Committee recommended continuing access to a

similar service, Tele-Health, as an option. Employees who choose to participate would be responsible for the premium payments. Motion by Evelyn Kolbe, second by Richard Schmidt, to approve optional Tele-Health service as recommended.

Roll Call vote:

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

Motion Carried

Hughes said the dental insurer offered two-year locked-in rate. The agency has been paying 100% of the premium for dental insurance. The Personnel Committee recommended the agency pay 50% of the monthly premiums. Motion by Richard Schmidt, second by Art Adleman, to approve Delta Dental insurance as recommended.

Roll Call vote:

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

Motion Carried

For the final benefits action item, Hughes explained the vision benefit was in its second year of a locked-in rate. The Personnel Committee recommended the agency paid portion of the premium be reduced from 100% to 50% as was approved for the dental benefit. Motion by Charles Lange, second by Steve Johnson, to approve vision insurance as recommended.

Roll Call vote:

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

Motion Carried

Chair Steinke noted the Personnel Committee also reviewed and recommended a proposed salary increase and revision to the Nepotism Policy. Both recommendations would be included as action items on the November agenda. Hughes said the proposed 2% salary increase was included in the approved FY 2016 budget.

Hughes said national accreditation standards required that the Board annually review and sign all personnel policies. He said the record of meeting minutes documented that the policies were approved at various times, but were not reviewed in their entirety on a regular basis. He said the November meeting would include a request to formally approve continued use of approved personnel policies.

VII. Legislative Committee. Evelyn Kolbe said she attended the State accreditation meeting. District Health Department #10 must renew State accreditation in June 2016. Kevin Hughes explained State accreditation is required every three years, and there would be no fees required. Hughes asked if the Board was interested in continuing the practice of inviting State legislators to attend the December meeting. Kolbe said it would be worthwhile, and the consensus was to proceed with extending the invitation.

VIII. Program Presentation

Meryl Smith, Katie Miller and Christina Tejada provided an overview of Community Partnerships for Healthy Mothers and Children – a project to form community partnerships to address chronic diseases. Activities and accomplishments of the community collaborative, Healthy Families of Oceana County, were highlighted. The group's focus is on promoting healthy choices.

IX. Program Reports

A. Environmental Health: Monthly activity report and quarterly quality assurance reports submitted with meeting materials. Tom Reichard said the division was in the process of reassigning staff to address the problem of delays in getting septic and well permits out timely in some counties. He also reported the division's food safety program was finally fully staffed. He said the new staff was in training, and he expected in two weeks they would begin work to address the backlog of restaurant inspections.

B. Personal Health: Written report submitted with meeting materials. Anne Young highlighted changes to the Maternal Infant Health Program proposed by Medicaid. She said the Nurse Administrators forum was opposed to the changes as Health Departments would be challenged to meet the new requirements, and families could miss out on needed services. Young also noted her report included a discussion of Lyme Disease – the most common vector-borne disease in the United States. She distributed a handout with information on Lyme disease and identifying ticks.

C. WIC: Summary of Community Partnerships for Healthy Mothers and Children submitted with meeting materials. Kevin Hughes reported Anne Bianchi and Sarah Oleniczak were attending a conference on practice-based research networks, and were exploring community health research opportunities.

D. Health Promotion: Report submitted with meeting materials. Kevin Hughes highlighted Sarah Oleniczak's report. A grant proposal was submitted to continue the 4x4 program. Implementation of substance abuse prevention grants has commenced. Open enrollment for federal health insurance and Healthy Michigan Plan begins November 1. The agency has designated community navigators to assist individuals and families with insurance applications. Also, a staff coordinator for the MALPH Immunizations Compliance Grant was hired. The two-and-one-half-year project is intended to increase opportunities for immunizations and improve immunizations compliance rates in the 31-county MICR Region 5.

X. Administrative Reports

A. Medical Director: Dr. Jennifer Morse's report submitted with the meeting materials contained a review of facts and research related to the decriminalization of marijuana. Dr. Morse stressed the negative consequences to physical and mental health associated with marijuana use. She also discussed studies that show increased revenue from taxes on marijuana are offset by higher legal, health, social and regulatory costs.

Dr. Morse's recommendations to the Board:

- (1) Work with leaders in the community to publically and formally opposed legalization of marijuana from a public health standpoint;
- (2) Focus more attention and resources on reforms such as developing drug treatment courts; and
- (3) Support science-based marijuana education and awareness such as Smart Approaches to Marijuana (SAM) at www.leanaboutsam.org.

Motion to approve recommendations by Richard Schmidt, seconded by John Fuscone. *Motion carried* by unanimous approval.

B. Health Officer: Written report submitted with meeting materials. Kevin Hughes reported Michigan submitted a waiver request to the federal government for modified Medicaid cost sharing and co-pays. If the waiver is not approved, approximately 600 thousand Michigan residents could lose health insurance coverage. Free services currently offered by the agency, such as the Breast and Cervical Cancer Control Program could be impacted. CMS is expected to act on the waiver sometime in December.

Included with the packet was a copy of an affiliation agreement with Ferris State University to establish an academic public health department. No costs will be involved in the proposed affiliation. Hughes said the relationship with FSU would provide practical experience to students, and opportunities for staff training. He said he was also in discussions with Western Michigan University for a similar affiliation. Hughes recommended approval of the agreement. Motion to approve affiliation agreement by Evelyn Kolbe, seconded by Art Adelman. Motion carried by unanimous approval.

Hughes said he relayed the comments and objections expressed by the Board regarding the proposed policy change by the Michigan Community Dental Clinics to accept private insurance patients. He said if the Board members in the four counties with dental clinics were interested, he would arrange a November meeting with the MCDC representatives to discuss the matter further.

Hughes next shared an update on a bill under consideration in the state legislature that would impact the authority of local health departments to set fees for restaurant inspections. MALPH is not in favor of this bill. A second bill in the house would require local health departments to conduct inspections of food operations in state prisons. There are several questions surrounding the logistics and lines of authority under the proposed bill.

At the October meeting, Hughes reported on a study that identified three of the DHD#10 counties as at risk for HIV/Hep B breakouts. He said he and Dr. Morse would present on the issue to community collaboratives in Crawford, Kalkaska and Lake Counties during November and December.

Hughes also reported that the Northern Michigan Public Health Alliance – of which the agency is a member – was presented the MDHHS Director's award at the Premier Health Conference. Linda VanGills, former Health Officer for DHD#10, also received an award for distinguished service.

Sarah Oleniczak was selected by Hughes to fill the position of Deputy Health Officer. Hughes said details and a timeline for transitioning Oleniczak to the new role were being worked out but expected her to officially take over by January.

XI. Other Business

Members were reminded the November and December meeting dates were earlier in the month due to the holidays, and the start times would be one-half hour later at 10:00 a.m.

Jim Maike requested an opinion on whether personal water bottle filling stations were healthy. Tom Reichard said refilling stations in grocery stores were inspected by the State, but personal filling stations described by Maike were not inspected. Both he and Dr. Morse said refilling of packaged water bottles was not safe as the bottles could not be sanitized after use. Recommended bottles for refilling would be metal or non-BPA containers that could be cleaned in a dishwasher.

Pam Niebrzydowski requested a list of common acronyms and terms.

XII. Next Meeting

November 20, 2015, at 10:00 a.m. in the Wexford County office board room.

XIII. Adjournment

Chair Steinke adjourned the meeting at 11:21 a.m. Members were invited to stay for Employee Recognition luncheon.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date