



BOARD OF HEALTH

Meeting Minutes

December 18, 2015

Materials distributed at the meeting: Finance Report; Personal Health Report; Client letter – Oceana County Immunization Waiver Education; MCDC presentation slides; EH monthly activity table

- I. Chair Ray Steinke called the meeting to order at 10:00 a.m.
- II. **Roll Call – Members Present:** Art Adleman, Colleen Carrington-Atkins, Patty Cox, John Fuscone, Ken Hilliard, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Jim Maike, Shelley Pinkelman, Denny Powers, Richard Schmidt, Ray Steinke, Wally Taranko, Gary Taylor, Hubert Zuiderveen
Alternate Present: Pam Niebrzydowski
Members Excused: Susan Rogers, Barb Stenger
Member Absent: Craig Crambell
Staff Present: Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Anne Young
Guests: State Senator Darwin Booher; State Representative Bruce Rendon; State Representative Phil Potvin; Kim Singh, MCDC Director of Community and Governmental Affairs
- III. **Approval of the Agenda:** Motion by Denny Powers, seconded by Hubert Zuiderveen to approve the agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Shelley Pinkelman, seconded by Steve Johnson, to approve minutes of the November 20, 2015, meeting. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
 - A. **Legislative Committee:** Evelyn Kolbe, committee chair, invited the State legislators present to share updates and information. Senator Darwin Booher spoke first. He said he received a report the day before that CMS did approve the Medicaid waiver requested by the State of Michigan. With the waiver, Michigan residents enrolled in the Healthy Michigan Plan will retain health insurance coverage. Senator Booher then reviewed the current legislative priorities of the State Senate. Next followed a discussion of tax incentives and economic development related to a large employer potentially coming to west Michigan in 2016.
Representative Potvin congratulated the Board and staff on achieving national accreditation. He also said he was against unfunded mandates, and he hoped more funding could be found for public health programs as DHD#10 was “doing an excellent job.”
Representative Bruce Rendon said he would do all he could to support issues for the local health departments. He said members and staff should feel free to contact him if there were other issues or questions his office could help with.
A discussion followed with questions regarding a pending energy bill; and how DNR decisions to remove dams have impacted hydroelectric power. Immunization waivers and local school decisions to keep unimmunized children out of school during periods of outbreaks were also discussed. Dr. Jennifer Morse explained that removing unvaccinated children from school for 21 days in response to an outbreak was necessary to prevent them from being infected and to stop the spread of disease. She also said parents desiring to not have children vaccinated are advised of the consequences during waiver education. She said not allowing removal of unvaccinated children from schools during outbreaks would compromise the ability to control infection.

B. **Executive Committee:** Minutes of the December 7 committee meeting were included in the mailed materials. Chair Ray Steinke reported the committee met to conduct a review of the Health Officer's performance. He said the committee recommended a positive evaluation of Kevin Hughes' job performance.

1. *Health Officer Performance Evaluation – Action Item.* Motion by Ken Hilliard, seconded by Evelyn Kolbe, to approve positive evaluation for Health Officer six-month performance review.

Roll Call vote:

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

Motion Carried.

Steinke said and based on the review results, the committee recommended a \$1,500 increase in salary for the Health Officer in accordance with the employment agreement.

2. *Health Officer Salary Increase – Action Item.* Motion by Evelyn Kolbe, seconded by Pam Niebrzydowski, to approve a \$1,500 salary increase for the Health Officer.

Roll Call vote:

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

Motion Carried.

Steinke said the Executive Committee also recommended full Board approval of a proposal to update the Agency's Electronic Medical Record (EMR) system. Christine Lopez, Administrative Services Director, explained the licensing for the current EMR format would expire in 2018. She said the Agency would have a unique opportunity to be involved in the development of the vendor's updated software, My Insight. She also said the Agency would be eligible for discounts by early adopting the new product.

3. *Update Electronic Medical Record – Action Item.* Motion by Craig Crambell, seconded by Pam Niebrzydowski, to approve up to \$178,000 for purchase, installation and maintenance of My Insight.

Roll Call vote:

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

Motion Carried.

Concluding the Executive Committee report, Steinke noted a proposed schedule of 2016 BOH meetings was included in the packet. Motion by Hubert Zuiderveen, seconded by Colleen Carrington-Atkins, to approve the 2016 BOH Meeting Schedule as presented. Motion Carried by unanimous acclamation.

C. **Finance Committee:** Christine Lopez distributed the financial report for the month ended November 2015 at the meeting. She said the auditors were in the Newaygo office earlier in the week. She also reported the Medicaid cost report settlement was received which resulted in an increase in the fund balance. Other highlights of the financial report:

- Cash balance: \$3.2 million.
- YTD State revenue: \$1.0 million
- YTD Billing revenue: \$1.1 million
- Total November revenue: \$1.5 million
- YTD Expenses: \$491 thousand
- Percent accounts receivable current: 83.6% - October; 60.1% - November

Lopez said the State took longer to close out receivables which meant a larger portion of accounts moved into more than 30 days past due.

4. *Accounts Payable and Payroll – Action Item.* Motion by Hubert Zuiderveen, seconded by Art Adleman, to approve Accounts Payable and Payroll total of \$1,182,087.89.

Roll Call vote:

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

Motion Carried.

Lopez noted the report presented also included a final balance sheet and statements for the month ended October 31. A previous version was presented to the Board as a “draft.” The October statements were since verified and reconciled.

Also included in the mailed meeting packets was a proposed 2016 Environmental Health Fee schedule. Tom Reichard, Environmental Health Director, said the proposed schedule increased septic, well and food fees by \$5. He said revenues for the department had been “healthy,” but federal rules changes in non-community water testing would increase staff expenses and create a budget shortfall in 2016 if current fees were not increased.

5. *2016 Environmental Health Fees – Action Item.* Motion by Shelley Pinkelman, seconded by John Fuscone, to approve proposed fee schedule.

Roll Call vote:

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

Motion Carried.

Next, Kevin Hughes reported he and Christine Lopez reviewed information on current valuation and funding of the Municipal Employees Retirement System (MERS.) A summary of an experience study from MERS and an analysis of contributions and projected funded status were included in the meeting materials. Based on this information, Lopez recommended the Board approve adding \$200 thousand to the previously approved MERS amount for a total payment of \$400 thousand to be made before December 31. The total of all payments in 2015 would be \$700 thousand. The increased payment would improve the Agency’s valuation in the next report and contribution projection.

6. *MERS December Payment – Action Item.* Motion by Evelyn Kolbe, seconded by John Fuscone, to approve an additional payment of \$200 thousand (\$400 thousand total) to MERS by December 31.

Roll Call vote:

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

Motion Carried.

- D. **Personnel Committee:** Chair Shelley Pinkelman reported the committee did not meet. From the report submitted with the meeting materials, Kevin Hughes noted three new postings including a vacancy for an EH Sanitarian. He said the Agency was continuing to recruit and interview for new staff to fill the 13 current vacancies. He also stated the assistance offered by HUB consultants during the benefits open enrollment period was excellent. He said the use of HUB's online tools for employees to enroll in benefits was a positive step.

Hughes reported he was exploring options for the director position and looking at extending the contract for HR support with HUB through the fiscal year. He said having the consultants' expertise available to review policies was proving beneficial. He expected to have a proposal for extending the HUB contract to share with the Board at the January meeting.

Hughes said in response to an Executive Committee request, the Personnel Committee would need to meet in the near future to review options for a new evaluation tool to use in appraising the performance of the Health Officer. Hughes said he would request a meeting once he completed collecting sample tools.

State legislators Booher, Potvin and Rendon thanked the members present for the invitation to the meeting and were excused.

VII. **Program Presentation**

Kevin Hughes introduced Kim Singh, Director of Community and Governmental Affairs, My Community Dental Centers (MCDC.) BOH members from counties where MCDC clinics are located -- Oceana, Missaukee and Wexford -- were invited to meet with MCDC on November 23 to discuss proposed changes in organizational policies on populations to serve. After the meeting, it was decided the information presented required full Board consideration.

Kim Singh explained the mission and vision of MCDC. She said the organization was committed to expand access to dental care. To ensure the viability and sustainability of MCDC, the organization would need to expand services to the commercially-insured. MCDC would remain committed to the primary target population of low-income individuals and families with Medicaid. The intent was not to actively market to other populations, but to no longer turn away patients based on insurance coverage.

Singh said she was meeting with the 17 health department districts where MCDC clinics are located to request support of the proposed changes in organization policies to expand the population to be served. She said the majority of districts approved allowing commercially-insured patients.

Hughes said the current agreement between DHD#10 and MCDC allowed services to individuals and families with no insurance or incomes at 200% of the federal poverty level. He said a change to open services to patients with commercial insurance would require Board approval.

Questions about the proposed changes and potential competition with private dental practices were asked and answered. A concern was expressed about reducing the availability of services to

poverty-level families. Singh stressed that the focus would continue to be on serving low-income families and services would be maintained for those most in need.

7. *Amend MCDC Agreement – Action Item.* Motion by Shelley Pinkelman seconded by Gary Taylor, to approve accepting commercially-insured patients at MCDC dental clinics.

Roll Call vote:

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

(* - excused from meeting prior to roll call)

Motion Carried with required 11 votes.

VIII. Program Reports

- A. Environmental Health: Narrative report submitted with meeting materials; and summary of monthly activities distributed at the meeting. Tom Reichard said overall department activities were up 10%. He said the mild winter weather meant well and septic permit applications were continuing to come in.
- B. Personal Health: Report distributed at the meeting. Anne Young reported the number of immunization waivers for the State and DHD#10 declined significantly since February 2015. She said the decline in waivers could be attributed to recent rules changes by the State requiring parents to receive education on immunizations at a local health department before opting out. Kevin Hughes commented that pending bills in the State legislature would allow more waivers. Young said reducing the number of waivers had the positive effect of increasing immunizations, and it would not be good to go back to allowing more waivers.
- Young also displayed a certificate of appreciation to be presented to long-time volunteer Doris Murray.
- C. WIC: Written report submitted with meeting materials. Kevin Hughes highlighted the report for the absent Anne Bianchi. Hughes noted the information provided on lead poisoning prevention and lead screening for children. WIC is involved in leading a grant funded initiative to implement education and outreach activities to prevent childhood lead poisoning in a 21-county area. WIC staff also performed over 1,100 blood tests in FY 2015 to screen for lead poisoning.
- D. Health Promotion: Written report and summary of clinical services activities submitted with meeting materials. As the time in the meeting was already lengthy, Sarah Oleniczak offered to respond to questions rather than present her report. No questions.

IX. Administrative Reports

- A. Medical Director: Written report submitted with meeting materials. Dr. Jennifer Morse included in her report a summary of vaccines recommended for adults. She said many adults and even providers are not aware of the proper sequence and timing of all the recommended vaccines. She provided a tool to use in determining which vaccines are needed.

Dr. Morse's recommendations to the Board:

- (1) Share and use "Adult Vaccination Tracker and Guide," or the online tool available on the CDC website (<http://www2.cdc.gov/nip/adultimmsched/>.)
- (2) Use the CDC's SHARE acronym when speaking with persons hesitant to get vaccinated (Share reasons, Highlight positives, Address concerns, Remind of diseases still prevalent, Explain costs of getting a disease.)
- (3) Visit recommended websites for more useful information:

- www.adultvaccination.org
- www.vaccineinformation.org/adults/
- www.cdc.gov/vaccines/

Motion to approve the Medical Director's recommendations by Jim Maike, seconded by Wally Taranko. *Motion carried* by unanimous acclamation.

B. Health Officer: Written report submitted with meeting materials. Kevin Hughes noted he would be working with Christine Lopez to develop an amended budget and plan to pay down the MERS liability on an ongoing basis. He also explained the Agency's alternate pension plan. When the Agency was formed, DHD#10 employees voted to opt out of Social Security. In lieu of payments to Social Security, contributions of equal value are made to an alternate pension plan. Nearly all Agency employees participate in a plan administered by MetLife. Recent federal rules changes required updating the plan documents. Under the required changes, employees would not be allowed in-service withdrawals until age 62. Hughes advised that Board authorization to change the plan effective January 1, 2016, was required.

8. *Update Alternate Pension Plan – Action Item.* Motion by Charles Lange, seconded by Art Adelman, to approve proposed plan document changes and increasing age of in-service withdrawals to 62.

Roll Call vote:

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

Motion Carried.

X. Other Business

Sarah Oleniczak announced an open house for the Adolescent Health Center in Grayling was scheduled for January 20, 2016, from 4:00 to 7:00 p.m.

Chair Ray Steinke said it had been his honor and pleasure to work with the Board members during the last year.

Jim Maike thanked the Newaygo EH staff for their professionalism and service in assisting him with well and septic permit applications.

XI. Next Meeting

January 29, 2016, at 10:00 a.m. in the Wexford County office board room.

XII. Adjournment

Chair Ray Steinke adjourned the meeting at 11:56 a.m.

Chair

Date

Secretary

Date

Print Name

Print Name