



BOARD OF HEALTH

Meeting Minutes

July 29, 2016

Materials distributed at the meeting: NALBOH Newsletter; Human Resource monthly report; WIC monthly report; WIC nutrition brochure; Lead Poisoning Prevention Training flyer

- I. **Call to Order:** Chair Ray Steinke called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Colleen Carrington-Atkins, John Fuscone, Ken Hilliard, Star Hughston, Steve Johnson, Evelyn Kolbe, Charles Lange, Phil Lewis, Jim Maike, Tom O’Neil, Denny Powers, Richard Schmidt, Ray Steinke, Wally Taranko, Hubert Zuiderveen
 - Present After Roll:** Patty Cox, Shelley Pinkelman
 - Members Excused:** Gary Taylor
 - Members Absent:** Craig Crambell, Charles Vayda
 - Staff Present:** Anne Bianchi, Jane Drake, Kevin Hughes, Dr. Jennifer Morse, Tom Reichard, Shelli Smith, Jan Wiltse
 - Guests:** Natalie Davis, Interim Director, Missaukee County COA

- III. **Approval of the Agenda:** Motion to approve by Denny Powers, seconded by Jim Maike. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Jim Maike, seconded by Phil Lewis, to approve minutes of the June 24, 2016, meeting as presented. *Motion carried.*
- V. **Public Comment:** Natalie Davis, Missaukee County Council on Aging, requested the Board not withdraw from the Intergovernmental Agreement with Missaukee County, or consider delaying the termination date until December 2020.

VI. **Committee Reports**

- A. Executive Committee: No report.
- B. Finance Committee: Chair Colleen Carrington-Atkins said the committee would meet August 15 to review budget recommendations. Kevin Hughes presented the financial report prepared by Christine Lopez. According to the report, revenues during June totaled \$1.3 million, while expenses were \$1.4 million. The balance of accounts receivable at month end was \$1.7 million with over 90% of all accounts current.
 - 1. *Accounts Payable and Payroll – Action Item.* Motion by Colleen Carrington Atkins, seconded by Hubert Zuiderveen, to approve Accounts Payable and Payroll total of \$2,113,413.32.

Roll Call vote:

Colleen Carrington-Atkins	Yes	Evelyn Kolbe	Yes	Denny Powers	Yes
Patty Cox	Yes	Charles Lange	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Wally Taranko	Yes
Star Hughston	Yes	Tom O’Neil	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes	Shelley Pinkelman	Yes		

Motion Carried.

C. **Personnel Committee:** Chair Shelley Pinkelman reported the committee did not meet. Kevin Hughes highlighted the report distributed at the meeting. He noted he and Julie Hilkowski, HR Assistant, met with employee benefit vendors. He said he did not recommend pursuing a change in vendors at this time. Hughes requested the Board appoint himself and Ms. Hilkowski as the delegate and alternate for the MERS annual conference in September.

2. *Designate MERS Delegate and Alternate – Action Item.* Motion by Richard Schmidt, seconded by John Fuscone, to appoint Hughes and Hilkowski delegate and alternate as recommended. Motion Carried.

Hughes advised the Board of the option to approve a cost-of-living increase for select retirees in the MERS Flexible E category. He said if the Board was interested he would order an actuarial report. Chair Steinke requested a motion on the question of whether to pursue the cost-of-living adjustment.

MERS COLA Option for Flexible E – Action. Motion by Charles Lange, seconded by Shelley Pinkelman, to not pursue the COLA option. Motion Carried.

D. **Legislative Committee:** Evelyn Kolbe noted legislators were on summer hiatus. Kevin Hughes said he intended to continue the past practice of inviting new incoming legislators to meet with agency directors and BOH members. He also discussed the continuing staff changes at MDHHS. He said MALPH expressed objections to State leaders that neither the newly appointed MDHHS director nor deputy director had backgrounds in public health, specifically to the power and duties requirements.

VII. **Program Presentation – Building Healthy Communities: Healthy Food Service Guidelines, 2016**

Jan Wiltse explained the purpose and goals of the Building Healthy Communities program. The program provides funding to employers and community agencies to increase opportunities for healthier food choices.

VIII. **Program Reports**

A. Environmental Health: Monthly report and activities, and quarterly quality assurance report, submitted with meeting materials. Tom Reichard said new federal rules effective January 2017 will require quarterly testing of Type II water supplies, unless an annual inspection is completed. If an annual inspection is completed, once per year testing is required. He said the greater frequency of testing will increase costs to the agency, but there is no additional state or federal funding available. The division is surveying Type II water suppliers to determine if they would support paying a fee for the annual inspection and water sampling in lieu of the quarterly testing requirement. If there is interest, a formal fee proposal will be presented to the Board for review and approval.

B. Personal Health: Monthly report, activities and results submitted with meeting materials. Anne Young was absent. Kevin Hughes highlighted the report. The MIHP program will undergo state review during August. Staff in the northern counties participated in a Perinatal Summit in Traverse City to review issues and trends impacting infant mortality. A Perinatal Summit is scheduled in Grand Rapids in August, and staff in the southern counties are scheduled to attend.

C. WIC: Monthly report distributed at the meeting. Anne Bianchi explained the new WIC income eligibility guidelines summarized in the report. The new guidelines will be publicized through press releases and brochures to encourage anyone eligible to apply. She also distributed a flyer concerning the August 26 workshop in Grayling on childhood lead poisoning training, and encouraged Board members to promote the event to community partners and residents.

D. Health Promotion: Monthly report submitted with meeting materials. Shelli Smith highlighted chronic disease prevention activities occurring in all counties in the agency's jurisdiction. She also discussed ongoing work in nutrition, adolescent health care, and dental outreach.

VIII. **Administration Reports**

A. Medical Director: Report submitted with meeting materials. Dr. Jennifer Morse noted the City of Ann Arbor would be voting on August 4 on an ordinance to restrict sale of tobacco products to adults aged 21 and above. She said meetings were scheduled with a few State legislators to explain the Tobacco 21 resolution approved by the Board in 2015, and discuss introducing it in the legislature.

Dr. Morse next reviewed her written report on the dangers of summer heat, and excessive heat events. She said heat-related deaths are considered preventable, and offered safety tips. She suggested public officials plan for high heat, and designate cooling areas during excessive heat events.

4. *Approve Medical Director’s Recommendation: (1) During summer heat, use safety tips provided online by CDC, State of Michigan or the National Weather Service; and (2) Public officials should refer to “Excessive Heat Events Guidebook,” available online from EPA.gov.* Motion to approve by Shelley Pinkelman, seconded by John Fuscone. Motion Carried.

B. Deputy Health Officer: Written report submitted with meeting materials. Sarah Oleniczak was absent. Kevin Hughes highlighted her report. He said changes to the FOIA policy were reviewed by the attorney, and the final document would be presented for final Board review and approval at a future meeting.

C. Health Officer: Report submitted with meeting materials. Kevin Hughes noted a copy of a draft letter was sent to the members under separate cover and was also included in the meeting materials. The letter concerned withdrawal from the Intergovernmental Agreement (IGA) with Missaukee County.

5. *Missaukee IGA Withdrawal Notice.* Motion by Jim Maike, supported by John Fuscone to approve the termination letter as written. The Board discussed the end date for dissolving the agreement. Maike and Fuscone amended their motion to approve the termination letter with the change to dissolve the agreement by December 31, 2020.

Roll Call vote:

Colleen Carrington-Atkins	Yes	Evelyn Kolbe	Yes	Denny Powers	Yes
Patty Cox	Yes	Charles Lange	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Wally Taranko	Yes
Star Hughston	Yes	Tom O’Neil	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes	Shelley Pinkelman	Yes		

Motion Carried.

Hughes highlighted from his report the food establishment formal hearing held in Mecosta County on July 15. He noted such hearings are rare and are used to bring establishments into compliance with the food code.

Hughes said work was progressing on preparing the budget for fiscal year 2017. He said the next year would be difficult for the agency with expected staff reductions in hours and elimination of positions to balance the budget. He said the agency would be re-evaluating how it will provide public health services in the future, and is looking at ways to better align staffing with service volumes and revenues.

X. Other Business

None.

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for August 26, 2016, at 9:30 a.m.

XII. Adjournment

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

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date