



**BOARD OF HEALTH**

**Meeting Minutes**

*September 30, 2016*

**Materials distributed** at the meeting: Family Planning Program Update: Quality FP Services PowerPoint Slides/Handout, Teen Pregnancy Rates, Before Play Postcard, Public Costs from Unintended Pregnancies and the Role of Public Insurance Programs in Paying for Pregnancy-Related Care, State Facts About Unintended Pregnancy: Michigan, 2016 Adolescent Health Center Fee Schedule with Proposed Changes, FY16 Amended Budget, and Personal Health Division Report.

- 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, Patty Cox, John Fuscone, Ken Hilliard, Steve Johnson, Charles Lange, Phil Lewis, Tom O’Neil, Shelley Pinkelman, Denny Powers, Richard Schmidt, Ray Steinke, Wally Taranko, Gary Taylor, Hubert Zuiderveen
  - Alternate Present:** Dean Gustafson
  - Members Excused:** Evelyn Kolbe, Star Hughston, Jim Maike
  - Members Absent:** Craig Crambell, Charles Vayda
  - Staff Present:** Katie Gundersen, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Shelli Smith
- III. **Approval of the Agenda:** Motion to approve by Steve Johnson, seconded by Richard Schmidt. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Shelley Pinkelman, seconded by Steve Johnson, to approve minutes of the August 26, 2016, meeting as presented. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
  - A. **Executive Committee:** Kevin Hughes said Health Officer Evaluation Forms will be sent to board members for completion. An envelope will be provided to return completed forms directly to Ray Steinke.
  - B. **Finance Committee:** Christine Lopez reported on the balance sheet as of August 31, 2016, showing total liabilities and fund balance of \$6,630,786.51. Lopez reported that pages 8-10 of the revenue and expenditures showed 2% remaining to collect. Lopez noted expenses for the month were above revenues which resulted in a decrease to the fund balance of \$281 thousand. The balance of accounts receivable at month end was \$1.5 million with almost 92% of all accounts current.
    - 1. *Accounts Payable and Payroll – Action Item.* Motion by Shelley Pinkelman, seconded by Hubert Zuiderveen, to approve Accounts Payable and Payroll total of \$1,338,138.34.

Roll Call vote:

C. Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Wally Taranko	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

*Motion Carried.*

2. *FY 2015-16 Budget Amendments – Action Item.*

Copies of the FY16 Amended Budget, dated September 30, 2016, were distributed at the meeting. Lopez noted the FY16 amended budget report column and all changes. The FY16 amended budget includes expected changes to State funding amounts due to prospect that caseloads may not be met. Also, other small grants including some new grants (Healthcare Based Immunization Workgroup, Healthy Families Oceana) allowed for a higher budget change than under other grants.

There was a loss of billing revenue over \$414 thousand due to lower volumes in services provided. The loss was offset by increases in State funding, and Environmental Health and grant revenues. Total revenues for the amended budget are \$19,621,812, or \$16,152 higher than the FY16 budget.

In response to a question, Lopez explained the decline in immunizations provided resulted from many former clients who are now insured utilizing providers for flu shots and vaccinations.

Kevin Hughes addressed the question about new revenue in a contract for cross-jurisdictional sharing. Hughes said there could be potential for cost savings from the project with Central Michigan District Health Department and Mid-Michigan Health Department in the future.

Motion by Richard Schmidt, seconded by John Fuscone, to approve FY2015-16 Budget Amendments.

Roll Call vote:

C. Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Wally Taranko	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

3. *Proposed FY2016-17 Budget – Action Item*

The FY2016-17 budget proposal was reviewed for final approval. A memo of key comments from Kevin Hughes on the proposed FY17 budget, with the proposed budget attached, was distributed and reviewed at the August 26, 2016 board of health meeting. Lopez noted the proposal included no increase in the County appropriations, and no salary increases. She explained the revenues shown were based on anticipated service levels. Volumes in some service areas have declined as more clients gain access to health insurance through the Affordable Care Act.

The proposed budget also reflects adjustments in staffing levels to stay in line with anticipated revenues. With the proposed budget, there will be fewer staff positions.

The proposed FY17 budget includes projected revenues of \$18.4 million, and expenses of \$18.6 million; with an expected decrease in fund balance by year-end of \$256 thousand. The budget detail also included comparisons of funding sources and amounts added, decreased or removed.

Shelley Pinkelman had a question in regards to Administrative Costs and that Mental Health was capping Administration costs at 9%. Lopez noted that our indirect cost rate was running 16-17% for wages and fringes for administration. Lopez noted it is hard to compare across the two agencies as they are reported differently for direct and indirect costs.

Motion by Richard Schmidt, seconded by Colleen Carrington-Atkins, to approve FY17 Proposed budget.

Roll Call vote:

C. Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Wally Taranko	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

4. *Immunization Fees Schedule– Action Item*

Lopez noted the 2016 Fee Schedule for Immunizations noting was effective on September 26, 2016. She explained there is a slight increase in Flu vaccine, \$1 more for regular dose and \$2 more for the high dose. This increase is based on administration cost and the cost of the vaccine as well.

John Fuscone had a question in regards to the effective date of the Fee Schedule for immunizations, and if the new fees were not approved by the board would refunds be provided to clients who already received it. Hughes reported that would be addressed and refunds provided if it was not approved.

Dean Gustafson had a question in regards to Medicaid reimbursement and the fact that it was less than half the actual cost. Lopez confirmed this is often true. Lopez noted that BCBS pays \$27, but Medicaid \$7.

Motion by Phil Lewis, seconded by John Fuscone, to approve 2016-Fee Schedule for Immunizations, effective September 26, 2016.

Roll Call vote:

C. Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Wally Taranko	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

- C. **Personnel Committee:** Chair Shelley Pinkelman reported the Personnel Committee met on September 9. Kevin Hughes requested approval of the recommendations of the Personnel Committee concerning health insurance plans, dental and vision coverage, flex card benefit, change in qualifying period for Alternative Pension, Long-term Disability, and Life Insurance from 1040 hours to six months, and adoption of the revised Salary/Job Classification Scale.

5. *Health Insurance Renewals– Action Item*

A comparison of medical care plans – including health, vision and dental – and costs was included in the meeting materials. Hughes requested approval of the proposed rates and coverages. He explained the BC-BS plan in the past was only offered to a few employees, but the recommendation of the Human Resources contractor is that it should be made available to all staff. The agency will also continue with both Blue Care Network policies as it had last year, with a slight increase in costs that will be carried over to the employees as there is a cap on what the agency can pay for.

Motion by Shelley Pinkelman, seconded by Richard Schmidt, to approve recommended health coverages and rates.

Roll Call vote:

C. Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Wally Taranko	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

6. *Dental and Vision Benefits– Action Item*

Hughes reported the agency will continue to offer Delta Dental coverage and vision coverage at 50% of the policy cost to all full and part time employees.

Motion by Shelley Pinkelman, seconded by Hubert Zuiderveen, to approve dental and vision coverage rates.

Roll Call vote:

C. Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Wally Taranko	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

7. *Flex Card Benefit– Action Item*

Hughes stated the agency will continue to offer all employees \$250 for individuals and \$500 for families in Flex Card benefits. Hughes reported that in the past the amount has decreased a few times, but we are proposing it stay for the same for FY17.

Motion by Shelley Pinkelman, seconded by Colleen Carrington-Atkins, to approve health insurances plans.

Roll Call vote:

C. Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Wally Taranko	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

8. *Part-Time Qualifying Period– Action Item*

Hughes explained the request to change the qualifying period for part-time employees from an hours worked to a time in position basis. Currently part-time employees must work 1,040 hours to qualify for certain benefits. The proposal is to change the qualifying period to six months in the position – the same is it is for full-time employees. Benefits to qualify for include the Alternate Pension, Long-term Disability, and Life Insurance. Hughes stated the Human Resources department has to manually track hours worked by part-time employees and it would be administratively more efficient to make the qualifying period 6 months across the board for both part-time and full-time employees.

Lopez said it would be a small cost of \$300 in order to initiate this change.

Motion by Shelley Pinkelman, seconded by Gary Taylor, to approve the part-time qualifying period of six months.

Roll Call vote:

C. Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Wally Taranko	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

9. *Proposed FY16-17 Salary Grades & Classifications– Action Item*

Hughes referenced the table of proposed salary grades and job classifications included with the meeting materials. Hughes said the schedule proposed for FY 16-17 has 15 grades covering all job classifications, while the current system had separate structures for different job groups.

In response to a question, Hughes explained an employee’s pay would be capped at the final pay range step or maximum for his/her assigned job. If an employee moves to a different job description or classification, he/she could move to a different pay level. Such changes would be requested by a supervisor or Director, and would need to go through Human Resources.

Motion by Hubert Zuiderveen, seconded by Shelley Pinkelman, to approve proposed FY16-17 salary grades & classifications.

Roll Call vote:

C. Carrington-Atkins	Yes	Charles Lange	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Phil Lewis	Yes	Ray Steinke	Yes
John Fuscone	Yes	Tom O’Neil	Yes	Wally Taranko	Yes
Dean Gustafson	Yes	Shelley Pinkelman	Yes	Gary Taylor	Yes
Ken Hilliard	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes				

Motion Carried.

It was suggested an effective date for implementing all of the Board approved recommendations of the Personnel Committee. Motion by Shelley Pinkelman, seconded by Richard Schmidt, to establish September 30, 2016, as the effective date for all approved Personnel Committee recommendations. Motion Carried.

- D. **Legislative Committee:** Hughes reported house candidates were invited to attend an introduction to DHD # 10 and public meeting. Hughes reported the meeting would be here in Cadillac, and to contact him if you would be interested in attending.

Tom Reichard stated that the house bill to allow dogs on restaurant patios had not yet passed, and he would keep the board of informed if he learned more.

Collen Carrington-Atkins asked for clarification on medical Marijuana and that status on production and taxing. Dr. Jennifer Morse confirmed proposed legislation to require health department inspections of producers of edible Marijuana products and dispensaries did not pass. She said medical Marijuana THC levels and safety were not being monitored as they should be.

VII. **Program Presentation – Family Planning Update: BC and Beyond!**

Sarah Oleniczak, Deputy Health Officer, provided an overview on the need to continue Family Planning Program and linking family planning to maternal health outcomes. Oleniczak highlighted the cost savings to the Medicaid program and others with quality family planning services. She also highlighted the Before Play.org website, which is an educational resource for those in the communities served by the agency and across Michigan. DHD#10 received a special grant to help with outreach materials and to promote the BeforePlay.org resource.

## VIII. Program Reports

- A. Environmental Health: Monthly report and activities submitted with meeting materials. Tom Reichard reminded members there is one more month of construction season remaining, and the division is already and up by 7% on well and septic permits. Reichard reported increases in new construction, creates increases in staff time. He stated this has been the best year for beach monitoring as there have been no closures. Reichard also reported additional sampling was completed for Torch Lake, Bear Lake, and requests from other townships too.
- B. Personal Health: Monthly report, activities and results submitted with meeting materials. Anne Young was not present as she was attending a conference on Infant Mortality. Kevin Hughes reported on her behalf. Hughes reported on a recent bat exposure for a two-month old infant, and that the case outcomes were good.
- C. WIC: Monthly report distributed with meeting materials. Anne Bianchi was absent. Kevin Hughes noted enhancement on the current Breastfeeding Peer Counselor services. Michigan State Extension no longer provides this service, so DHD#10 staff are assisting more mothers. Hughes reported an increase in funds to support breastfeeding mothers.
- D. Health Promotion: Monthly report distributed with meeting materials. Shelli Smith discussed chronic disease funding and systems and environmental change that is being worked on. There are currently nine grants of \$5,000 in counties served by DHD#10. Smith will provide a final breakdown of this grant funding at the next meeting.

Smith highlighted health endowment fund and community grant funds. Staff are working on this grant in Kalkaska/Manistee Counties to increase healthy food choices.

Smith provided a handout on the 2016 Adolescent Health Center fee schedule, and stated some of the fees had to change because they were below reimbursement levels from insurance companies. Smith referenced the handout and asked if there were any questions, none presented.

## VIII. Administration Reports

- A. Medical Director: Report submitted with meeting materials. National Food Safety education month including food borne illnesses were highlighted. Dr. Morse stated September is National Preparedness Month. She said studies show more than half of all people are not prepared if an emergency were to occur. World Rabies Day is also in September, and Dr. Morse stated agency nurses are busy May thru September dealing with cases of dog bites and other potential rabies exposures. Dr. Morse stated that this year there were 217 bites reported, and four animals tested positive for rabies. She also recommended a safe food handling website, to be safe around animals, and call health department with questions.

Patty Cox asked if the number of positive rabies were up. Dr. Morse stated that out of 217 bites, four were positive, and generally 1% of bats are rabid. Dr. Morse reported that 30 people were treated with prophylaxis.

Colleen Carrington-Atkins asked about appropriate actions to take if a bat is discovered in a house. Dr. Morse answered and stated there are online resources to catch safely and euthanize humanely. The health department does not catch bats on behalf of those in our communities.

Motion by Colleen Carrington-Atkins, seconded by Shelley Pinkelman, to approve Dr. Jennifer Morse's recommendations.

- B. Deputy Health Officer: Written report submitted with meeting materials. Included with the report was information on the Tencon Program Health Plan. Tencon currently provides \$428,000 in financial support to Community Health Improvement programs. It helps to fund several programs and accomplishments have been noted with these programs.

- C. Health Officer: Report submitted with meeting materials. Kevin Hughes reported that as a result of the Flint Water Crisis a state employee has been charged with a misdemeanor for not informing the public, and is expected to testify.

Hughes stated on a good note there have been changes in the position of Chief Medical Executive with Michigan Department of Health and Human Services. Dr. Eden Wells is serving in this position, and Hughes said it is expected that she will put public health more at the forefront.

Hughes reminded the board members the next Board meeting will be at the Cherry Grove Event Center on M-55 in Cadillac. The meeting would be followed by the annual luncheon to honor employees who achieve longevity milestones. Board members were encouraged to stay following the meeting and attend the employee recognition luncheon.

Hughes discussed a memo sent separately to all Board members concerning the request from District Health Department #4 to contract for Health Officer Services. The agency did not submit a response and thereby declined the request.

Hughes asked if the Board was interested in receiving a presentation on the annual report of the Missaukee County Council on Aging from the Director. Consensus of the Board was to accept a printed copy of the annual report in lieu of a presentation.

**IX. Other Business**

No other business presented at this time.

**X. Next Meeting**

The next regular meeting of the Board of Health is scheduled for October 28, 2016, at 9:30 a.m. This will take place at Cherry Grove Event Center, 5676 East M-55, Cadillac, and will be followed by a luncheon to honor employee longevity. Board Members are welcome and encouraged to stay for lunch.

**XI. Adjournment**

Chair Ray Steinke adjourned the meeting at 11:10 a.m.

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*Evelyn Kolbe, Vice Chair*

*Date*

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*Ken Hilliard, Secretary*

*Date*