



BOARD OF HEALTH

Meeting Minutes

November 18, 2016

Materials distributed at the meeting: Accounts Payable table; Personnel Committee minutes; Proposed Employee Handbook; Environmental Health Monthly Activity Report; Personal Health Division Report; County Quarterly Immunization Report Card; WIC Division Monthly Report; Health Promotion Division Monthly Report

- I. **Call to Order:** Ray Steinke, Chair, called the meeting to order at 10:00 a.m.
- II. **Roll Call – Members Present:** Patty Cox, John Fuscone, Ken Hilliard, Star Hughston, Steve Johnson, Charles Lange, Phil Lewis, Jim Maike, Tom O’Neil, Denny Powers, Richard Schmidt, Ray Steinke, Gary Taylor, Hubert Zuiderveen
 - Alternate Present:** None
 - Members Excused:** Colleen Carrington-Atkins, Evelyn Kolbe, Wally Taranko
 - Members Absent:** Craig Crambell, Shelley Pinkelman, Charles Vayda
 - Staff Present:** Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Janelle McGinnis, Dr. Jennifer Morse, Tom Reichard, Shelli Smith, Anne Young
 - Guests:** Shannon McKenney-Shubert, Michigan Breastfeeding Network; Ashley Scheurer, student intern
- III. **Approval of the Agenda:** Motion to approve by Richard Schmidt, seconded by Hubert Zuiderveen. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Jim Maike, seconded by John Fuscone, to approve minutes of the October 28, 2016, meeting. *Motion carried.*
- V. **Public Comment:** Anne Bianchi, WIC Director, introduced Shannon McKenney-Shubert, Michigan Breastfeeding Network. She presented an award citing the agency as a breastfeeding friendly workplace.
- VI. **Committee Reports**
 - A. Executive Committee: The Committee did not meet.
 - B. Finance Committee: Christine Lopez, Administrative Services Director, said the October report was not yet closed and would be presented at the December meeting. She also said the auditors would be onsite in early December.
 - 1. *Accounts Payable and Payroll – Action Item.* Motion by Phil Lewis, seconded by John Fuscone, to approve October Accounts Payable and Payroll total of \$1,520,199.08.

Roll Call vote:

Patty Cox	Yes	Charles Lange	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Gary Taylor	Yes
Star Hughston	Yes	Tom O’Neil	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes	Denny Powers	Yes		

Motion Carried.

- C. Personnel Committee: Kevin Hughes reported the committee met November 11 and distributed draft minutes. He said a majority of the meeting was devoted to review and discussion of the proposed Employee Handbook of personnel policies. Copies of the handbook draft were distributed to members not on the Personnel Committee. Changes and additions to current personnel policies included in the handbook were highlighted. Final approval of the handbook will be on the December meeting agenda.

Hughes also said the plan for the human resource function would be to continue with Julie Hilkowski, HR Assistant, coordinating services and HUB International providing program management consultation.

- D. Legislative Committee: Kevin Hughes noted a summary of proposed legislative priorities for 2017 was included in the meeting materials, and requested approval.

3. Motion by Jim Maike, seconded by Richard Schmidt, to approve the legislative priorities as presented. Motion carried by voice vote.

VII. Board Discussion – Closed Session

Motion by Hubert Zuiderveen, seconded by Ken Hilliard, to go into closed session to review and discuss the performance appraisal of the Health Officer.

Roll Call vote:

Patty Cox	Yes	Charles Lange	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Gary Taylor	Yes
Star Hughston	Yes	Tom O'Neil	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes	Denny Powers	Yes		

Motion Carried. Board went into closed session at 10:20 a.m.

Meeting re-opened at 10:35 a.m. Chair Steinke reported motion to return to open session was by Ken Hilliard, with second by Richard Schmidt.

VIII. Program Reports

- A. Environmental Health: Tom Reichard distributed the table of monthly activities. He reported that the division evaluated the schedule of fees for Environmental Health services each year. A proposed schedule of fees to take effect January 1 was included in the meeting materials for review. The proposed schedule would be presented at the December meeting for final approval.

Kevin Hughes discussed the recent frozen strawberry recall due to Hepatitis A contamination. While only one facility in the jurisdiction received the contaminated product, the incident proved to be a good test of the agency's incident response systems and procedures.

- B. Personal Health: Monthly activities tables distributed with meeting materials. Anne Young distributed a narrative report for the division, and a County Quarterly Immunization Report Card. She reported October had been busy with 3,475 flu shots administered, both in DHD#10 offices and at a number of community and long-term care facility flu clinics, and in-home visits.
- C. WIC: Monthly report distributed at the meeting. Anne Bianchi cited a press release from the Governor's office concerning child lead poisoning recommendations. Universal testing of children for lead poisoning was among the recommendations.
- D. Health Promotion: Monthly report distributed at the meeting. Shelli Smith highlighted recent grant awards for diabetes prevention services. She also reported that Newaygo County staff were actively providing tobacco prevention services and expected to begin billing for these services in the near future. Kevin Hughes noted the LiveWell campaign in Manistee County and the City of Manistee was credited in a press release for leading an effort to make all parks in the city tobacco- and smoke-free.

VIII. Administration Reports

A. Medical Director: Report submitted with meeting materials. Dr. Jennifer Morse reported exposure to Hepatitis A is a growing issue. She said vaccination has proven to be effective in reducing the incidence of HepA infections. The disease, while uncommon, is highly contagious and can lead to liver failure. Her recommendations were to continue to encourage vaccinations and clean produce safely.

5. Motion by Richard Schmidt, seconded by Steve Johnson, to approve the Medical Director’s recommendations. Motion carried.

B. Deputy Health Officer: no report.

C. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes highlighted progress and achievements on the Cross-Jurisdictional Sharing project. Continuation funding was recently awarded and planning for additional projects related to shared billing and human resources services was underway.

Hughes also reported that in response to last summer’s sewage spill into the AuSable River, the agency was leading an effort to develop a plan to ensure effective communications and response to future incidents. He said the plan could serve as a template for implementation in other counties.

Included in the meeting materials was a copy of the dues assessment from the Michigan Association of Local Public Health. Hughes said the assessment was the same as the prior year, and recommended approval.

6. *Approve 2017 MALPH Dues.* Motion by Phil Lewis, seconded by John Fuscone to approve MALPH dues payment of \$5,717,00.

Roll Call vote:

Patty Cox	Yes	Charles Lange	Yes	Richard Schmidt	Yes
John Fuscone	Yes	Phil Lewis	Yes	Ray Steinke	Yes
Ken Hilliard	Yes	Jim Maike	Yes	Gary Taylor	Yes
Star Hughston	Yes	Tom O’Neil	Yes	Hubert Zuiderveen	Yes
Steve Johnson	Yes	Denny Powers	Yes		

Motion Carried.

A proposed 2017 Board of Health meeting schedule was also included in the meeting materials.

7. *Approve 2017 BOH Meeting Schedule.* Motion by Jim Maike, seconded by Hubert Zuiderveen, to approve schedule with change to May meeting date (move one week earlier to May 19.)

Motion Carried.

Hughes next discussed the potential impact of changes to the Affordable Care Act, and said he would keep the Board informed as developments occurred.

IX. Other Business

Chair Ray Steinke thanked the members present for their participation in the Health Officer’s performance appraisal, and said it was a fair process.

X. Next Meeting

The next regular meeting of the Board of Health is scheduled for December 16 at 10:00 a.m. Members were advised to note the meeting will occur on the third Friday of the month.

XI. Adjournment

Chair Ray Steinke adjourned the meeting at 10:59 a.m.

Ray Steinke, Chair

Date

Ken Hilliard, Secretary

Date