



## **BOARD OF HEALTH**

### **Meeting Minutes**

January 27, 2017

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**Materials distributed** at the meeting: 2016 Accomplishments (presentation;) Personal Health Monthly Report – narrative; Emergency Evacuation Order – template; 2016 Annual Report draft.

**Board Orientation:** New Board members and alternates were invited to attend an orientation session at 9:00 a.m. hosted by Kevin Hughes, Health Officer. Members attending were provided an overview of the organization and operation of the agency, as well as information and resources related to public health laws, essential services, and governance.

I. **Call to Order:** Kevin Hughes, Health Officer, called the annual organizational meeting of the Board to order at 10:01 a.m.

II. **Roll Call – Members Present:** Patty Cox, Betty Dermeyer, Pauline Jaquish, Charles Lange, Jim Maike, Martha Meyette, Judy Nichols, Tom O’Neil, Shelley Pinkelman, Denny Powers, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen

**Members Excused:** Bryan Kolk, Phil Lewis

**Absent:** Star Hughston

**Staff Present:** Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Anne Young

**Guest:** Richard Runnels

III. **Approval of the Agenda:** Motion to approve by Ray Steinke, seconded by Shelley Pinkelman. *Motion carried.*

IV. **Election of Chair:** Hughes summarized the Bylaws governing officer elections and committee appointments. Floor opened to nominations for Chair. Motion by Jim Maike, seconded by Hubert Zuiderveen, to nominate Ray Steinke as Chair. Motion by Wally Taranko, seconded by Patty Cox, to close nominations and elect nominee by unanimous vote. *Motion carried.*

V. **Election of Vice Chair and Secretary:** Chair Ray Steinke requested nominations for Vice Chair. Tom O’Neil nominated Jim Maike, seconded by Richard Schmidt. Motion by Hubert Zuiderveen, seconded by Charles Lange, to close the nominations and elect Maike as vice chair by unanimous vote. *Motion carried.*

Shelley Pinkelman nominated Charles Lange for Secretary, seconded by Jim Maike. Motion by Maike, seconded by Richard Schmidt, to close the nominations and elect Lange as secretary by unanimous vote. *Motion carried.*

VI. **Approval of the Meeting Minutes:** Motion by Hubert Zuiderveen, seconded by Shelley Pinkelman, to approve minutes of the December 16, 2016, meeting. *Motion carried.*

VII. **Appointments – Standing Committees:** Hughes explained the Bylaws require ten members each for the Personnel and Finance Committees, and two members from one county could not serve on the same committee. Chair Steinke invited members to confer to determine county representation on each committee. Committee memberships established as follows:

Finance Committee

Star Hughston  
Bryan Kolk  
Phil Lewis  
Judy Nichols  
Denny Powers

Joan Runnels  
Richard Schmidt  
Ray Steinke  
James Sweet  
Wally Taranko

Personnel Committee

Patty Cox  
Betty Dermyer  
Pauline Jaquish  
Charles Lange  
Jim Maike

Martha Meyette  
Tom O'Neil  
Shelley Pinkelman  
Gary Taylor  
Hubert Zuiderveen

VIII. **Call Committee Conferences:** Chair Steinke directed members to conference in committees to select a Chair and Vice Chair for the Finance and Personnel committees.

IX. **Reconvene:** Chair Steinke reconvened full meeting and received reports of committee officer elections and appointed members to other standing committees as follows:

- A. Finance: Richard Schmidt, Chair; Denny Powers, Vice Chair
- B. Personnel: Shelley Pinkelman, Chair; Patty Cox, Vice Chair
- C. Executive: Ray Steinke, Jim Maike, Charles Lange, Richard Schmidt, Shelley Pinkelman
- D. Bylaws: Patty Cox, Charles Lange, Joan Runnels, Hubert Zuiderveen
- E. Legislative: Shelley Pinkelman, Chair
- F. MALPH: Kevin Hughes, representative; Ray Steinke, alternate  
(Hughes explained past practice was to designate Health Officer and Board Chair as representative and alternate respectively to MALPH Board. Motion by Hubert Zuiderveen, seconded by Charles Lange, to continue practice and appoint same. Motion carried.)

X. **Public Comment:** None.

XI. **Committee Reports**

- A. Executive Committee: Did not meet.
- B. Finance Committee: Christine Lopez, Administrative Services Director, presented the financial report for the month ended December 2016. She said the auditor report would be presented at the March meeting. She noted the fund balance showed an increase at month end. She explained the various revenue sources totaling \$1.81 million for the month. She said the expenses listed in the report were in summary format and represented over 100 different cost centers. The total for all expenses incurred in December was \$1.76 million.
  - 1. *Accounts Payable and Payroll – Action Item.* Motion by Denny Powers, seconded by Richard Schmidt, to approve accounts payable and payroll totaling \$2,154,991.45.

Roll Call vote:

Patty Cox	Yes	Judy Nichols	Yes	Ray Steinke	Yes
Betty Dermyer	Yes	Tom O'Neil	Yes	James Sweet	Yes
Pauline Jaquish	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Charles Lange	Yes	Denny Powers	Yes	Gary Taylor	Yes
Jim Maike	Yes	Joan Runnels	Yes	Hubert Zuiderveen	Yes
Martha Meyette	Yes	Richard Schmidt	Yes		

Motion Carried.

Lopez also explained lease agreements with each county were prepared on an annual basis. The counties provide the space with no cash exchanged, but the value of each space is shown as a cost in the financial reports. The agreements were signed by Chair Ray Steinke and will be forwarded to the Chairs of the County Boards of Commissioners for final signatures.

Also included for informational purposes in the report packets was the November financial report.

C. Personnel Committee: Committee did not meet. Kevin Hughes highlighted the report included in the meeting materials. He explained work was continuing on updating personnel policies. As discussed at the December meeting, a revised Extended Medical Leave Policy was sent with the meeting materials for Board review and approval. The revision would require exceptions to the policy now be approved by the full Board.

2. *Approve Personnel Policy – Extended Medical Leave.* Motion by Shelley Pinkelman, seconded by Charles Lange, to approve the policy as presented.

Roll Call vote:

Patty Cox	Yes	Judy Nichols	Yes	Ray Steinke	Yes
Betty Dermyer	Yes	Tom O’Neil	Yes	James Sweet	Yes
Pauline Jaquish	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Charles Lange	Yes	Denny Powers	Yes	Gary Taylor	Yes
Jim Maike	Yes	Joan Runnels	Yes	Hubert Zuiderveen	Yes
Martha Meyette		Richard Schmidt	Yes		

Motion Carried.

Kevin Hughes next requested approval of the revised Domestic Violence Policy. The current policy refers to a named individual no longer with the agency as the designated representative. The change in the policy would designate the representative as a member of human resources department, and not name a specific individual.

2. *Approve Personnel Policy – Domestic Violence.* Motion by Shelley Pinkelman, seconded by Richard Schmidt, to approve the policy as presented.

Roll Call vote:

Patty Cox	Yes	Judy Nichols	Yes	Ray Steinke	Yes
Betty Dermyer	Yes	Tom O’Neil	Yes	James Sweet	Yes
Pauline Jaquish	Yes	Shelley Pinkelman	Yes	Wally Taranko	Yes
Charles Lange	Yes	Denny Powers	Yes	Gary Taylor	Yes
Jim Maike	Yes	Joan Runnels	Yes	Hubert Zuiderveen	Yes
Martha Meyette		Richard Schmidt	Yes		

Motion Carried.

D. Legislative Committee: no report.

**XI. Program Presentation**

Kevin Hughes provided a review of agency accomplishments during 2016. The directors also highlighted accomplishments for their divisions. Hughes closed by listing planned projects for 2017, and expected challenges the agency will face.

**XII. Program Reports**

- A. Environmental Health: Table of monthly activities and quarterly report included with meeting materials. No questions for Tom Reichard, director.
- B. Personal Health: Monthly activity tables included in meeting materials, narrative report distributed at the meeting. Anne Young reported a vaccine for the Ebola virus is being developed. She also highlighted a report indicating a disproportionate rise in opioid-related complications among rural women and their infants, and emphasized the need for more access to substance abuse treatment.
- C. WIC: Monthly report included with meeting materials. Anne Bianchi noted two registered dietitians would be visiting DHD#10 to evaluate current WIC programs and activities as part of a national grant program.

- D. Health Promotion: Monthly report sent with meeting materials. Sarah Oleniczak reported the agency received funding for a substance abuse program through a regional grant. A substance abuse specialist had been hired for the program and started earlier in the month.

**VIII. Administration Reports**

- A. Medical Director: Report submitted with meeting materials. Dr. Jennifer Morse explained the meaning of “evidence-based medicine,” and its relevance to evidence-based public health practices. She said such practices are proven effective, and produce more reliable and cost-effective outcomes. Her recommendations were (1) support evidenced-based medicine and public health practices, and (2) be leery of non-expert interpretations of medical research.

3. Motion by Shelley Pinkelman, seconded by Hubert Zuiderveen, to approve the Medical Director’s recommendations. *Motion carried.*

- B. Deputy Health Officer: Monthly report included with meeting materials. Sarah Oleniczak said she would present at a later meeting a summary of the work and accomplishments undertaken through Community Health Innovation Region (CHIR) projects.

- C. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes said included with his report was a notice from Missaukee County indicating the intention to withdraw from the intergovernmental agreement with DHD#10 by September 2018. The agreement was developed to support the establishment of the Missaukee County Council on Aging. Hughes explained the Board previously approved ending involvement in the agreement.

Hughes also discussed a vapor intrusion issue encountered in Big Rapids. MDHHS notified the agency of possible indoor contamination due to high concentrations of toxic chemicals with risks to employees working in the establishment. Local health departments are the enforcing authority in matters of toxic exposures, and may issue evacuation orders to prevent further exposure and risk of harm. Hughes explained in this instance the owner installed a mitigation system, and an evacuation order was not deemed necessary. However, in evaluating the agency’s procedures, it was determined a template for evacuation orders was needed so such orders could be issued rapidly in response to future events. He shared copies of the order template with the Board.

Hughes advised members the annual MALPH “Day at the Capitol” was scheduled for April 19. Members were invited to attend the day of public health advocacy and opportunity to meet with State legislators.

**IX. Other Business**

Draft copies of the 2016 Annual Report were distributed at the meeting. Hughes said final printed copies would be shared with the Board of Health as well each of the County Boards of Commissioners at future meetings.

**X. Next Meeting**

The next regular meeting of the Board of Health is scheduled for February 24 at 10:00 a.m.

**XI. Adjournment**

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

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*Jim Maike, Vice Chair* \_\_\_\_\_ *Date*

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*Richard Schmidt* \_\_\_\_\_ *Date*  
*Finance Committee Chair*