



**BOARD OF HEALTH**

**Meeting Minutes**

*May 19, 2017*

**Materials distributed** at the meeting: Financial Report; Fiscal Year 2017 Amended Budget; MI Tick Card; MDHHS “Ticks and Your Health;” Health Promotion April Activity Report; Personal Health Animal Bites and Monthly Activity Report; CHIL Newsletter; Eat Fit handouts; Environmental Health Monthly Report and Activities; EH 2016 Report Card; WIC monthly report.

- I. **Call to Order:** Ray Steinke, Chair, called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Patty Cox, Betty Dermeyer, Pauline Jaquish, Bryan Kolk, Charles Lange, Jim Maike, Martha Meyette, Judy Nichols, Tom O’Neil, Denny Powers, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen  
  - Members Excused:** Star Hughston, Phil Lewis, Shelley Pinkelman
  - Alternate Present:** Roger Ouwinga
  - Staff Present:** Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Sally Mellema, Dr. Jennifer Morse, Tom Reichard, Meryl Smith, Anne Young
  - Guest:** Brad Beuschel, Intern, Ferris State University
- III. **Approval of the Agenda:** Motion to approve by Jim Maike, seconded by Richard Schmidt. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Richard Schmidt, seconded by Jim Maike, to approve minutes of the April 24, 2017, meeting with confirmation of Betty Dermeyer marked present. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
  - A. Executive Committee: Did not meet. No report.
  - B. Finance Committee: Committee did not meet. Christine Lopez, Administrative Services Director, distributed the financial report for the month ended April 30. She reported the cash balance increased to \$4.9 million reflecting receipt of Medicaid cost reports for the second and third quarters of 2016. Total year-to-date revenues were at \$11.4 million with expenses at \$11.1 million. Projections for total cash and investments reflect an increase through May and then leveling off to \$2.7 million by September.
    - 1. *Accounts Payable and Payroll – Action Item.* Motion by Richard Schmidt, seconded by Hubert Zuiderveen to approve April Accounts Payable and Payroll total of \$1,235,825.63.

Roll Call vote:

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

*Motion Carried.*

Lopez next reviewed the proposed amended budget distributed at the meeting. The changes reflected adjustments in revenues and expenses due to caseload increases or decreases, and the addition of new grant funding. Overall, the amended budget projects a decrease of \$261 thousand to the fund balance.

2. *Approve FY17 Amended Budget – Action Item.* Motion by Richard Schmidt, seconded by Patty Cox, to approve amended budget as presented.

Roll Call vote:

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

Motion Carried.

- C. Personnel Committee: Kevin Hughes reported he met with a vendor for short-term disability benefits, and was in the process of also collecting information and quotes from the agency’s current benefits provider. He said options for formalizing the process and policies for the program now self-funded by DHD#10 were also being explored.

Hughes informed the Board Anne Bianchi, WIC Director, and the HR Coordinator attended a training session on recruitment and retention strategies. The training was also being evaluated for incorporation into the Cross-Jurisdictional Sharing project.

- D. Legislative Committee: Kevin Hughes noted a copy of a letter from State Representative Michelle Hoitenga was included with the meeting materials. In the letter, Representative Hoitenga stated she would be withdrawing her sponsorship of legislation that would change current vaccine waiver rules. Hughes next reported he would meet with State Representative Scott VanSingel during a visit to vapor intrusion sites in Newaygo County. He said it would be an opportunity to promote support for the Governor’s proposed funding for a vapor intrusion program.

**VIII. Program Presentation – Lake County Community Partnerships for Healthy Mothers & Children**

Anne Bianchi, WIC Director, introduced Meryl Smith, WIC Lead, Sally Mellema, Health Educator, and Brad Beuschel, student intern, who have been supporting community planning and initiatives to reduce chronic disease by targeting risk factors. Project activities in Lake County include working with restaurants to add nutrition labeling to menus, increasing availability of fresh produce by establishing farmers markets, and working with grocery stores to promote healthy foods.

**IX. Program Reports**

- A. Environmental Health: Tom Reichard distributed the monthly report and table of activities, and copies of the division’s report card for 2016. He said permits for well and septic are up 10% nationally, while DHD#10 has seen an increase of 8%. He also reported the Drinking Water Laboratory was in full operation and was accepting samples for bacterial and nitrate testing. He also provided information about the Zika monitoring program to collect and catalog mosquitos in Newaygo and Oceana Counties this summer.

Questions regarding methamphetamine hazardous sites and restaurant inspections were also discussed.

- B. Personal Health: Monthly report and immunization statistics included with meeting materials. Anne Young distributed tables of animal bite exposures by county, and monthly activities. She highlighted recent research on reducing pain during vaccine administration, and special Saturday and school-based immunization clinics. She also praised the Crawford office clerical team for quickly responding to a client experiencing a medical emergency.

- C. WIC: Anne Bianchi distributed the monthly division report at the meeting. She reported the State WIC consultant visited the Mecosta office for the follow-up accreditation review. She said the visit went well, and they expected to be fully accredited. She also explained the policy for providing services to undocumented immigrants.
- D. Health Promotion: Monthly report included with meeting materials. No questions.

**VIII. Administration Reports**

- A. Medical Director: Report included with meeting materials. Dr. Jennifer Morse distributed booklets from MDHHS with information on preventing tick-borne illness and a card for identifying ticks. She said her report largely drew from the information in the MDHHS booklet. She encouraged members to obtain free copies of the booklet, and provided an order form. She said the State will test tick specimens for disease, and emphasized that local health departments can provide the packaging for shipping to the laboratory. She summarized the diseases ticks carry and how to avoid tick bites. She also noted as a follow up to her last month's report on mosquito-borne diseases that four dead birds found in three Michigan counties tested positive for West Nile virus.
  - 3. Approve monthly Healthy Living Recommendation – (1) Be aware of tick-borne diseases, (2) Avoid tick bites, (3) Check for ticks after spending time in areas populated by ticks. Motion by Charles Lange, seconded by Wally Taranko, to approve recommendation. *Motion carried.*
- B. Deputy Health Officer: No report. Kevin Hughes said Sarah Oleniczak was then working on CHIR projects and facilitating community linkages.
- C. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes noted activities and mitigation efforts related to the two vapor intrusion sites discovered in Newaygo County. He said he expected Michigan DEQ would find more sites. He also reported he attended a community meeting held the night before to share information on hazardous chemical contamination at Camp Grayling. He said the agency would be assisting in collecting well samples from local residences, and would have more information to share once the reports came back in about 30 days.

He noted the agency leadership will be working on strategies to progress to the Public Health 3.0 model; and Kalkaska office restoration work is continuing. Hughes also reported he will be meeting with County Prosecutors to review health department enforcement authority, and establish relationships in the event support is needed in response to public health threats.

**IX. Other Business**

Kevin Hughes said an MDHHS representative was planning to attend the next meeting to present a certificate of State accreditation to the agency.

**X. Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, June 30 at 9:30 a.m.

**XI. Adjournment**

Ray Steinke, Chair, adjourned the meeting at 10:57 a.m.

---

Ray Steinke, Chair

Date

---

Charles Lange, Secretary

Date