



**BOARD OF HEALTH**

**Meeting Minutes**

November 17, 2017

**Materials distributed** at the meeting: October accounts payable and payroll; Human Resources tables – October postings and staff update; WIC presentation slides; Environmental Health monthly report and activity table; Personal Health monthly report and tables.

- I. **Call to Order:** Ray Steinke, Chair, called the meeting to order at 10:00 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, Shelley Pinkelman, Denny Powers, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen  
**Members Excused:** Star Hughston, Phil Lewis  
**Alternate Present:** Roger Ouwinga  
**Staff Present:** Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Tom Reichard, Anne Young
- III. **Approval of the Agenda:** Motion to approve by Richard Schmidt, seconded by Charles Lange. *Motion carried.* [Removed: action item to approve MALPH dues - action completed at earlier meeting. Added: action item to approve Health Officer employment agreement; action item to approve continuation of Epidemiologist contract.]
- IV. **Approval of the Meeting Minutes:** Motion by Hubert Zuiderveen, seconded by Charles Lange, to approve minutes of the October 27, 2017, meeting. *Motion carried.*
- V. **Public Comment:** None.
- VI. **Committee Reports**
  - A. Executive Committee: Did not meet.
  - B. Finance Committee: Did not meet. Christine Lopez said the October month-end report, and the 2016 fiscal year-end report would be presented at the December Board meeting.
    - 1. *Accounts Payable and Payroll – Action Item:* Motion by Richard Schmidt, seconded by Phil Lewis, to approve September accounts payable and payroll total of \$686,663.51.

Roll Call Vote:

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

- C. Personnel Committee: Did not meet. Kevin Hughes highlighted the written report. He said all employees completed the open enrollment process for benefits. He said meetings were continuing with MassMutual for the changeover in administration of the Social Security Replacement Plan. The changeover will take place January 8, 2018.

Hughes noted the Board annually must approve continuation of the personnel policies. The policies will be included in the December meeting materials for final Board approval in January. He also reported he

received notice from MERS of pending state legislation that will impact defined benefit retirement plans and retiree health benefits. It is not certain yet if the agency's hybrid plan will be affected.

- D. Legislative Committee: Kevin Hughes summarized pending legislation concerning dental screenings for pre-K children. He also discussed proposed bills that will limit the authority of MDHHS in making rules changes concerning vaccinations.

VII. **Board Discussion** - Staff excused, 10:10 -10:20 a.m.

Chair Ray Steinke reported the Board reached consensus on the annual performance review and employment agreement for Kevin Hughes, Health Officer.

- 2. *Health Officer Employment Agreement*: Motion by Charles Lange, seconded by Tom O'Neil, to approve renewal of employment agreement with \$1,500 salary increase; and two-year contract term with one-year opening for salary adjustment.

Roll Call Vote:

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

VIII. **Program Presentation: WIC – An Investment in Children**

Anne Bianchi, WIC Director, provided an overview of the history and impact of WIC programs and services on the health of women and children. In her presentation, she noted the DHD#10 WIC program served almost 13,000 women and children in the past fiscal year. In addition, WIC provides economic benefits to local communities. On a daily basis, almost \$14 thousand in food purchases are made at local stores with WIC-provided benefits.

VIII. **Program Reports**

- A. Environmental Health: Monthly report and activity table distributed at the meeting. Tom Reichard reported Governor Snyder has put passage of a State sewage code as a priority for the next legislative cycle. A state code would supersede any local code. Kevin Hughes noted the proposed state code would require point-of-sale evaluations in all 10 counties while currently only two counties – Kalkaska and Manistee – have local codes requiring the evaluations. Reichard summarized ongoing and new activities including continuing responses to groundwater contamination around Camp Grayling, air quality testing due to vapor intrusion in the City of Grant, and a sewage overflow spill in Lake Mitchell. He also reported the State of Michigan would be distributing information packets to all restaurants in Michigan to address the spread of Hepatitis A.
- B. Personal Health: Monthly report and tables of activities distributed at the meeting. Anne Young reported division staff would be assisting a team from Emory University in continuing research into the impact of PBB accidentally entering the food stream in 1973. Studies have shown that 60% of the population in Michigan shows exposure to PBB in their blood. Nurses will be collecting blood samples from study participants in the Newaygo office during December.
- C. WIC: Presentation provided in lieu of written report. No additional questions.
- D. Health Promotion: Written report submitted with meeting materials. Sarah Oleniczak highlighted community presentations on marijuana and substance abuse prevention in Mason and Oceana counties with almost 100 participants each. She also noted the Tobacco Treatment Specialist is training community partners and the program received funding to work with hospitals. She also shared an

emailed testimonial she received from a tobacco cessation program participant. The individual reported he successfully quit smoking and commended the program.

She also complimented the Newaygo County health promotion staff and a local grocery store for their efforts in raising funds to support the Breast and Cervical program.

## IX. Administration Reports

- A. Medical Director: Written report submitted with meeting materials. The topic of Dr. Jennifer Morse's report and recommendations was "Pertussis (Whooping Cough.)" She reported a small outbreak of pertussis – 11 cases in one month – recently occurred in Kalkaska County. Dr. Morse noted pertussis spreads easily, and is most concerning when infants are infected. About half of infants infected require hospitalization, and of those one out of 100 will die. Her healthy living recommendations were (1) Continue to encourage routine vaccination of children and adults; and (2) Report all suspected cases to the health department to ensure effective infection control.

3. *Action Item: Approve healthy living recommendations.* Motion by Shelley Pinkelman, seconded by Bryan Kolk, to approve Medical Director recommendations. Motion passed.

In response to questions, Dr. Morse provided more information on Hepatitis A. She said an outbreak of the disease was identified in southeast Michigan. Over 500 cases have been reported so far. Also, 20 deaths have been attributed to the disease outbreak. She said this strain of the disease is not normal in that over 80% of those infected require hospitalization. She explained the populations most infected are homeless, substance abusers, or incarcerated individuals. She also said it is recommended that law enforcement personnel be vaccinated. In response to a question, she suggested local sheriff's departments contact the county health department offices to arrange for vaccines.

- B. Deputy Health Officer: Monthly report submitted with meeting materials. Sarah Oleniczak noted the Board received a presentation on the Community Health Improvement Plan (CHIP) during the October meeting; and a draft copy of the plan with the current meeting materials. She said the plan advisory board – made up of representatives from all of the counties in DHD#10's jurisdiction – met to review the plan, and recommended approval. Oleniczak requested Board of Health approval of the CHIP.

4. *Action Item: Approve Community Health Improvement Plan.* Motion by Hubert Zuiderveen, seconded by Joan Runnels, to approve plan. Motion passed.

- C. Health Officer: Written report submitted with meeting materials. Kevin Hughes reported the mercury spill in a Wexford County residence was found to be more extensive than originally thought. Three additional homes have been identified in the City of Grant in Newaygo County as having potential vapor intrusion issues. Tom Reichard and Dr. Jennifer Morse will serve on a statewide committee that will focus on vapor intrusion issues and solutions.

Hughes next reported on findings and activities related to groundwater contamination around Camp Grayling. He said contaminants were found in foam on a nearby lake. Fourteen communities in Michigan have now been identified as having issues with the same contaminant. The Governor has formed a task force, and dedicated financial resources for use by local health departments to address the issue. Also, another town hall meeting was scheduled for November 27 in Grayling. Local health department staff will be on hand to assist in answering questions, explaining test results, and coordinating filter or water cooler services for local residents.

Hughes requested approval to renew the Epidemiologist contract. He explained Mid-Michigan Health Department is the employer under the terms of the contract, and DHD#10 pays for a share of the services provided. The annual cost to the agency for this year is the same as last year's contract: \$10,500.

5. *Action item: Approve share of annual contract for Epidemiologist.* Motion by Jim Maike, seconded by Joan Runnels. Motion passed.

A proposed schedule for 2018 regular monthly meetings of the Board of Health was included with the meeting materials. Hughes explained most meetings will be on the last Friday of the month, with exceptions made to accommodate holidays and holiday weekends.

6. *Action Item: Approve 2018 Board of Health Meeting Schedule.* Motion by Hubert Zuiderveen, seconded by Charles Lange, to approve schedule Motion passed.

Hughes also said he would be exploring options with Michigan Community Dental Clinics, and expects to have discussions with their leaders on mission alignment and clientele changes.

**X. Other Business**

None.

**XI. Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, December 15, 2017. Members were reminded to note the meeting date is scheduled for the third Friday of the month.

**XII. Adjournment**

Ray Steinke, Chair, adjourned the meeting at 11:19 a.m.

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*Ray Steinke, Chair*

*Date*

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*Charles Lange, Secretary*

*Date*