



BOARD OF HEALTH

Meeting Minutes

December 21, 2018

Materials Distributed at the meeting: Accounts payable and payroll totals for November 30, 2018; FY 2019 Amended Budget; Sanitary Code Changes Flowchart; Health Promotion Monthly Report

- I. **Call to Order:** Jim Maike, 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, Roger Ouwinga, Denny Powers, Joan Runnels, Richard Schmidt, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen

Members Excused: Phil Lewis, Shelley Pinkelman

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 by Bryan Kolk, seconded by Joan Runnels, to approve meeting agenda. Patty Cox requested action on the request from the Kalkaska County Board of Commissioners to revise Chapter 11 of the DHD#10 Sanitary Code. It was noted a presentation and discussion on the Sanitary Code were included on the agenda. Motion carried.

- IV. **Approval of the Meeting Minutes:** Motion by Charles Lange, seconded by Hubert Zuiderveen, to approve minutes of the November 30, 2018, meeting. Motion carried.

V. **Public Comment:** None.

VI. **Committee Reports**

- A. Executive Committee: Did not meet. Chair Jim Maike presented a certificate of appreciation to outgoing Board of Health member, Joan Runnels.
- B. Finance Committee: Did not meet. Christine Lopez said the November month-end report will be presented at the January meeting. She presented the November accounts payable and payroll totals for approval.
 - 1. *Approve Accounts Payable and Payroll – Action Item.* Motion by Richard Schmidt, seconded by Ray Steinke, to approve November accounts payable and payroll total of \$1,353,499.87.

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 explained that amended budgets will be presented on a quarterly basis. She summarized changes reflected in the FY 2019 amended budget distributed at the meeting. Total revenues for the amended budget are \$19.5 million, with expenses of \$19.9 million. She said the projected fund balance still shows a decrease for the fiscal year, but it will be lower than the initial budget.

- 2. *Approve FY 2019 Amended Budget – Action Item.* Motion by Richard Schmidt, seconded by Roger Ouwinga, to approve FY 2019 Amended Budget.

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 said the amended budget reflected a supplemental payment of \$150 thousand to the MERS defined benefit retirement program to reduce the unfunded liability, and requested approval.

3. *Approve MERS Retirement Program Supplemental Payment – Action Item.* Motion by Richard Schmidt, seconded by Hubert Zuiderveen, to approve MERS supplemental payment.

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.

Included with the meeting materials were proposed 2019 fees for clinical and environmental health services. Lopez noted the fee schedules were also presented at the November meeting for review, and required Board action.

4. *Approve 2019 Fee Schedules – Action Item.* Motion by Richard Schmidt, seconded by Ray Steinke, to approve proposed fees.

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: Did not meet. Kevin Hughes said the meeting materials included proposed changes to the Employee Handbook, and a document to indicate Board approval of the continuation of the agency's personnel policies. He requested Board approval of both items, and suggested combining the two into one motion. Questions were asked and answered about the proposed Employee Handbook changes.

5. *Approve Proposed Employee Handbook Changes and Continuation of Personnel Policies – Action Item.* Motion by Hubert Zuiderveen, seconded by Wally Taranko, to approve as requested.

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.

Hughes next explained the agency currently offers 457 Deferred Compensation plans through five different companies. Only one employee is utilizing a plan other than MERS or MetLife. Hughes requested the deferred compensation plans to be offered to employees be limited to just MERS or MetLife. The employee currently enrolled in a different plan would still be able to continue with that plan.

6. *Approve limiting 457 Deferred Compensation Programs – Action Item.* Motion by Chuck Lange, seconded by Joan Runnels, to approve limiting 457 plans offered to only MERS and MetLife.

Motion carried.

Hughes next requested the Board approve establishing a pilot health care savings account for select employees with MERS. Contributions to the plan would be employee-only, and there would be no cost to the agency. He said the initial pilot would include a small group who requested having the plan set up after meeting with MERS representatives during the open enrollment period. Hughes said limiting it to the small group would provide an opportunity to test how to best implement the program and work out any issues before rolling it out to more employees.

7. *Approve MERS Pilot Health Care Savings Account (HCSA) – Action Item.* Motion by Betty Dermeyer, seconded by Bryan Kolk to approve HCSA plan as discussed. Motion carried.

- D. Legislative Committee: Kevin Hughes provided updates on bills in the legislature that could have impacted local health departments. He said bills to establish a Statewide Sanitary Code, prohibit LHDs from issuing letter grades to restaurants, and require dental assessments of young children all died in session. He said expectations are that the bills will be reintroduced in the 2019 legislature.

VII. **Program Presentation: DHD#10 Sanitary Code and Point of Sale.** Tom Reichard provided background and details about the development and implementation of the DHD#10 Sanitary Code, and the Point of Sale programs in Manistee and Kalkaska Counties. Kevin Hughes explained the presentation was offered to support the Board discussion on opening the Sanitary Code to revisions. He distributed a flowchart illustrating the steps involved to make changes to the code. He said the agency's legal counsel advised that any proposed changes would be subject to public hearings in all ten counties of DHD#10 and would also require approval by each county Board of Commissioners.

Patty Cox explained the reasons the Kalkaska Board of Commissioners wished to withdraw from the Point of Sale program, and said they received a differing legal opinion that public hearings in each county were not required. Questions were asked and discussed about the implications of opening the Code to revisions.

8. *Open the Sanitary Code and Allow Kalkaska County to be removed from Chapter 11 – Action Item.* Motion by Patty Cox, seconded by Betty Dermeyer to open the Sanitary Code to revision.

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.

VIII. **Program Reports**

- A. Environmental Health: Monthly report included with meeting materials. No questions.
- B. Personal Health: Monthly report included with meeting materials. Anne Young highlighted the positive comments received from nursing students completing clinical rotations with the health department.
- C. WIC: Monthly report included with meeting materials. Anne Bianchi announced the launch of a new, onsite blood testing procedure. She also provided an update on the new State funding formula for WIC

programs. She said according to the latest information, the expectation is the new formula will be phased in beginning fiscal year 2020.

- D. Health Promotion: Monthly report distributed at the meeting. The report highlighted the Dental Partnering for Health outreach grant. The three-year project is designed to reduce the risk of heart disease in adults and increase access to health and dental services in Lake and Mecosta counties.

X. Administrative Reports

- A. Medical Director: Monthly report submitted with meeting materials. Dr. Jennifer Morse's report was titled, "Decreasing Life Expectancy." She explained life expectancy declined twice in the last three years and remained unchanged for one year. She said the main reasons for the drop in life expectancy were dramatic increases in deaths from suicides and drug overdoses.

Dr. Morse's healthy living recommendations were (1) Continue efforts to reduce preventable causes of death such as suicides and drug overdoses; (2) Foster access to mental health services, and support community wellbeing and mental wellness.

- 9. *Approve Healthy Living Recommendations* – motion by Denny Powers, seconded by Judy Nichols. Motion Carried.

Dr. Morse also reported a 12-year old in Osceola County died from flu. This was the first reported child flu death in Michigan and the sixth in the nation.

- A. Deputy Health Officer: Monthly report included with meeting materials. Sarah Oleniczak encouraged the members to view the infographic on SNAP-ED included with the report. She said among the beneficial outcomes of the program is that 97% of the participants reported increasing physical activity and making healthier food choices.

Oleniczak also reported Katie Miller, Health Educator, published an article on the hazards of vaping in the Ludington Daily News. A copy of the article was also included with the report.

- B. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes summarized activities related to Camp Grayling and the Wash King Laundry in Baldwin. He also noted the agency will pursue enforcement actions against the non-compliant campground in Kalkaska.

Hughes next requested approval of the proposed 2019 Health Officer goals. He said he would also add a goal related to the opening and final approval of the DHD#10 Sanitary Code.

- 10. *Approve 2019 Health Officer Goals.* Motion by Hubert Zuiderveen, seconded by Patty Cox. Motion carried.

XI. Other

Members were reminded the election of officers would occur at the January Board meeting.

XII. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, January 25, 2019, at 10:00 a.m.

XIII. Adjournment

Jim Maike, Chair, adjourned the meeting at 11:46 a.m.

Chair

Date

Secretary

Date