



## **BOARD OF HEALTH**

### **Meeting Minutes**

*November 30, 2018*

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**Materials Distributed** at the meeting: Health Officer Performance Plan and Dashboard; State Facts About Unintended Pregnancy: Michigan; DHD#10 2019 Proposed Fee Schedules (other than EH)

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 10:00 a.m. Chair Maike welcomed and asked for introductions from new employees attending the meeting as part of their orientation process.
- II. **Roll Call – Members Present:** Patty Cox, Pauline Jaquish, Charles Lange, Phil Lewis, Jim Maike, Martha Meyette, Judy Nichols, Tom O’Neil, Roger Ouwinga, Shelley Pinkelman, Denny Powers, Joan Runnels, Ray Steinke, James Sweet, Wally Taranko, Gary Taylor, Hubert Zuiderveen

**Members Excused:** Betty Dermyer, Bryan Kolk, Richard Schmidt

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

New employees: Lisa Buiting, Suzanne Cressell, Tenasha Escamilla, Julie Garland, Jazmin Hernandez, Carrie LeBoeuf, Jacob Lesniak, Matthew Leversee, Shannon Snyder, Kayla Starkey

**Approval of the Agenda:** Motion by Patty Cox, seconded by Charles Lange, with addition of “Sanitary Code – Kalkaska County” added to “Other Business.” *Motion carried.*

- III. **Approval of the Meeting Minutes:** Motion by Wally Taranko, seconded by Charles Lange, to approve minutes of the October 28, 2018, meeting. *Motion carried.*

IV. **Public Comment:** None.

V. **Committee Reports**

A. Executive Committee: Did not meet.

B. Finance Committee: Did not meet. Christine Lopez summarized the finance report and noted it was the first report of the new fiscal year. The balance sheet as of October 31 showed a total fund balance of \$5.8 million. Lopez said the amount was preliminary as final adjustments to close out the prior fiscal year were still being completed. According to the report, during October total revenues reached just over \$1.9 million, while expenses totaled about \$1.8 million.

Lopez also provided background and information on the State Medicaid cost reports. Due to a change in the State payment schedule, the agency received larger reimbursements than expected. She reported for FY 2015 the agency recognized \$2.2 million and received \$2.8 million; and for FY 2016 \$2.3 million was recognized and \$2.9 million received. She said the finance staff would be working with the auditors on the appropriate amount of the overages to include in the final 2018 fund balance.

Kevin Hughes said an amended budget with the final reconciled amount of overpayment will be presented at the December meeting. He expects at that time to request an additional payment be applied to the MERS retirement plan unfunded liability. In response to a question, Hughes said he would verify the amount of the unfunded liability and report it at the next meeting. Other questions about the State overpayment were asked and answered.

Lopez requested approval for the chair to sign a lease agreement with Kalkaska County to be effective January 1, 2019. Other than the effective date, there were no changes in the terms of the agreement.

1. *Approve Kalkaska County Lease Agreement.* Motion by Ray Steinke, seconded by Phil Lewis to approve the lease agreement and authorize signature by the chair. Motion carried.

For the agenda item, “2019 Proposed Fee Schedules,” Lopez distributed copies of a chart showing fees for the various clinical services provided by the agency. The proposed EH fees were included with the meeting materials. Lopez explained the proposed fee schedules were being presented for review and would be taken up as an action item at the next monthly meeting. She highlighted changes to the proposed fees for clinical services. Tom Reichard summarized the changes to the EH fees.

Lopez completed the summary of the finance report and requested approval of the October accounts payable.

2. *Approve Accounts Payable and Payroll – Action Item.* Motion by Ray Steinke, seconded by Hubert Zuiderveen, to approve October accounts payable and payroll total of \$2,429,961.24.

Roll Call Vote:

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

Motion carried.

- C. Personnel Committee: Did not meet. Kevin Hughes explained the proposed action item to merge two of the MERS defined benefit categories and requested approval.

3. *Approve consolidation of defined benefit divisions.* Motion by Hubert Zuiderveen, seconded by Denny Powers to approve proposed MERS defined benefit divisions. Motion carried.

Hughes next noted a summary of proposed changes to the Employee Handbook were included with the meeting materials. These were presented for review and would be presented as an action item at the December meeting. He also said the agency was continuing to monitor pending legislative modifications to the State’s new Paid Sick Leave Act.

- D. Legislative Committee: Did not meet. Kevin Hughes reported another draft of proposed legislation to revise the State Sanitary Code was in committee hearings. He said there were some favorable changes to the proposed legislation including removing the requirement to inspect sanitary systems every 10 years. He also said the Governor proposed additional funding of \$4 million to split between all local health to cover the costs of implementing code changes. However, other estimates put the actual costs of implementing the proposed changes at \$13 million. He expects to know by the December meeting if the bill will pass this legislative cycle.

VIII. **Board Discussion:** Health Officer Performance Plan Evaluation. Staff excused at 10:28 a.m. Full meeting re-convened at 10:36 a.m.

Chair Maike reported the Board unanimously approved of Kevin Hughes’ performance and was “proud” of the work accomplished.

IX. **Program Presentation:** *Poverty Prevention and Improved Maternal Health Outcomes through Family Planning/Title X*

Sarah Oleniczak reported maternal mortality rates are rising. She said preconception health is vital to improved outcomes for mothers and infants. The DHD#10 Family Planning program, that receives funding through the federal Title X program, provides assessment and education on how to prepare for a healthy pregnancy and birth.

Oleniczak explained unintended pregnancies in Michigan cost a total of \$662 million each year, with \$177 million of the total funded by the State. She said a reduction of unintended pregnancies of 10% would save the State over \$46.7 million in Medicaid expenditures annually. According to Title X statistics, the cost to provide family planning services is \$239 per client; while the costs for an unintended pregnancy are \$12,770.

## X. Program Reports

- A. Environmental Health: Monthly report included with meeting materials. Tom Reichard reported the activity table included with the report reflected totals for the first month of the fiscal year. No questions.
- B. Personal Health: Monthly report included with meeting materials. Anne Young reported she participated in a conference call from the State about the Hepatitis A outbreak. She said the State asked that local health departments continue efforts to reduce the spread of the disease among high risk individuals. She said the outbreak is becoming more national in scope, and Ohio is now reporting 50 new cases each week.
- C. WIC: Monthly report included with meeting materials. Anne Bianchi reported the agency is receiving multiple referrals from the new MI Bridges portal.

Bianchi highlighted the success story included with her report about how a Registered Dietitian helped a client resolve feeding issues for her infant. Bianchi said DHD#10 is one of just a few WIC programs with dietitians on staff. She thanked the Board for their support of a multi-disciplinary staff.

- D. Health Promotion: Monthly report included with meeting materials. Sarah Oleniczak noted the National Diabetes Prevention Program in Newaygo County is nine weeks into the 16-week program. The 11 participants lost a combined total of 75 pounds.

## X. Administrative Reports

- A. Medical Director: Monthly report submitted with meeting materials. Dr. Jennifer Morse reported on measles. She said there was a large increase in the number of cases in Michigan this past year. She said most of the 19 Michigan cases were attributed to contacts due to travel outside the U.S. She said she will be working with the Public Information Officers to increase awareness of measles, and to promote vaccination to prevent its spread – especially for travelers.

Dr. Morse's healthy living recommendations were (1) Be aware that measles is an extremely contagious and potentially fatal infection; and (2) Ensure immunity to measles, either by vaccination or prior infection, especially before international travel.

4. *Approve Healthy Living Recommendations* – motion by Charles Lange, seconded by Joan Runnels. Motion Carried.

- B. Deputy Health Officer: Monthly report included with meeting materials. Sarah Oleniczak provided an update on the strategic planning process and explained the summary of the Strategic Directions included with the report. She requested Board approval of the overall strategic directions so work could proceed on developing specific action plans.

5. *Approve Strategic Directions* – motion by Charles Lange, seconded by Hubert Zuiderveen. Motion Carried.

Oleniczak reported the agency began its launch of an online Performance Management System – which is a key standard for national accreditation. She said she will provide an overview of the system and its dashboard which will be used to monitor progress toward achieving the agency's mission and goals.

- C. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes provided updates on PFAS testing and contaminated sites; and vapor intrusion sites.

A copy of the 2019 dues assessment from the Michigan Association of Local Public Health (MALPH) for \$5,717, was included with the report. Hughes recommended the agency renew its membership with the association and pay the dues.

- 6. Approve 2019 MALPH Dues Assessment – motion by Patty Cox, seconded by Judy Nichols.

Roll Call Vote:

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

Motion carried.

Hughes next requested approval of the proposed 2019 monthly meeting schedule included in the meeting materials.

- 7. Approve 2019 Board of Health Meeting Schedule. Motion by Ray Steinke, seconded by Roger Ouwinga.  
Motion carried.

**XI. Other**

Patty Cox reported the Kalkaska County Board of Commissioners voted to remove the county from Chapter 11 of the DHD#10 Sanitary Code. This would end the requirement for Point of Sale (POS) inspections for properties located in the county. She requested the Board of Health initiate a process to open the Sanitary Code for amendment.

Kevin Hughes suggested the Board withhold action until more is known about pending State legislation to implement a statewide Sanitary Code. He also said he was advised by legal counsel that the process of opening the code would require public hearings in all 10 counties in the jurisdiction. He requested the Board wait until the December meeting to allow more time to review the matter with legal counsel.

There was further discussion about the history of the code and how only Manistee and Kalkaska counties included POS inspections. Hughes said a copy of the letter from the Kalkaska County Board of Commissioners, and more information about the POS program, would be sent to all Board members.

**XII. Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, December 21, at 10:00 a.m.

**XIII. Adjournment**

Jim Maike, Chair, adjourned the meeting at 11:35 a.m.

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Jim Maike, Chair Date

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Charles Lange, Secretary Date