



BOARD OF HEALTH

Meeting Minutes

January 25, 2019

Materials Distributed at the meeting: Environmental Health Quarterly Quality Assurance Report; Public Health Advisory Council 2018 Annual Report; Flu Shot Flyer; Norovirus Fact Sheet and chart

- I. **Call to Order:** Kevin Hughes, Health Officer, called the organizational meeting to order at 10:00 a.m. New members were welcomed and introductions made.
- II. **Roll Call – Members Present:** Patty Cox, Betty Dermeyer, Steven Hull, Bryan Kolk, Charles Lange, Jim Maike, Dawn Martin, Judy Nichols, Tom O’Neil, Roger Ouwinga, Shelley Pinkelman, Richard Schmidt, Ray Steinke, James Sweet, Gary Taylor, Hubert Zuiderveen
Alternate Present: Ron Bacon
Members Excused: Pauline Jaquish, Phil Lewis, Martha Meyette, Denny Powers
Staff Present: Anne Bianchi, George Davis, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Amelia Peets, Tom Reichard, Anne Young
- III. **Approval of the Agenda:** Motion by Ray Steinke, seconded by Charles Lange, to approve the Agenda, with change to action item #4: *Approve Proposed Revised DHD#10 Sanitary Code.* Motion carried.
- IV. **Election of Chair:** Nomination by Ray Steinke, second by Judy Nichols, of Jim Maike for Chair. Motion by Hubert Zuiderveen, seconded by Betty Dermeyer, to close nominations and elect Jim Maike. Motion carried.
- V. **Election of Vice Chair and Secretary:** Motion by Charles Lange, seconded by Patty Cox, to elect Richard Schmidt as Vice Chair. Motion carried.
 Motion by Ray Steinke, seconded by Richard Schmidt, to elect Charles Lange as Secretary. Motion carried.
- VI. **Approval of the Meeting Minutes:** Motion by Charles Lange, seconded by Ray Steinke, to approve minutes of the December 21, 2018, 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 Maike invited members to confer to determine county representation on each committee. Committee memberships established as follows:

PERSONNEL

Patty Cox	Martha Meyette
Betty Dermeyer	Tom O’Neil
Pauline Jaquish	Shelley Pinkelman
Charles Lange	Gary Taylor
Jim Maike	Hubert Zuiderveen

FINANCE

Steven Hull	Denny Powers
Bryan Kolk	Roger Ouwinga
Phil Lewis	Richard Schmidt
Dawn Martin	Ray Steinke
Judy Nichols	James Sweet

- VIII. **Call Committee Conferences:** Chair Maike directed members to conference in committees to select a Chair and Vice Chair for the Finance and Personnel committees.
- IX. **Reconvene:** Chair Maike reconvened full meeting and received reports of committee officer elections and appointed members to other standing committees as follows:

- A. Personnel: Hubert Zuiderveen, Chair; Shelley Pinkelman, Vice Chair
- B. Finance: Ray Steinke, Chair; Judy Nichols, Vice Chair
- C. Executive: Jim Maike, Richard Schmidt, Charles Lange, Hubert Zuiderveen, Ray Steinke
- D. Bylaws: Patty Cox, Betty Dermeyer, Richard Schmidt, Ray Steinke
- F. Legislative: Shelley Pinkelman, Chair
- G. MALPH: Kevin Hughes, representative; Jim Maike, alternate

X. **Public Comment:** None.

XI. **Committee Reports**

- A. Executive Committee: No report.
- B. Finance Committee: Did not meet. Christine Lopez summarized the December 31, 2018, finance report. The balance sheet showed a total cash balance of \$6.3 million. Revenues for the month totaled \$1.8 million, and expenses were almost \$1.6 million, resulting in an increase in fund balance.
 - 1. *Approve Accounts Payable and Payroll:* motion by Richard Schmidt, seconded by Judy Nichols, to approve December accounts payable and payroll total of \$1,090,256.76.

Roll Call Vote:

Patty Cox	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Judy Nichols	Yes	Ray Steinke	Yes
Steven Hull	Yes	Tom O'Neil	Yes	James Sweet	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	Gary Taylor	Yes
Charles Lange	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	Yes
Jim Maike	Yes				

Motion carried.

Lopez noted the November month-end report had been finalized since the last meeting and was also included in the packet for informational purposes.

Lopez also requested approval of county lease agreements. She explained the lease agreements were all changed to a three-year term.

- 2. *Approve County Lease Agreements.* Motion by Ray Steinke, seconded by Charles Lange, to approve the lease agreements. Motion carried.
- C. Personnel Committee: Did not meet. Kevin Hughes reported the human resources staff was completing documentation of health insurance benefits as required by the Affordable Care Act. Also, the agency is planning to hold an all staff meeting on April 17 at Ferris State University. The morning session will cover "Public Health 3.0." Board members were invited to attend. In the afternoon, staff will participate in an emergency preparedness exercise.
- D. Legislative Committee: Kevin Hughes requested approval of the 2019 Legislative Priorities as presented in the meeting materials.
 - 3. *Approve 2019 Legislative Priorities.* Motion by Richard Schmidt, seconded by Ray Steinke, to approve Legislative Priorities as presented. Motion carried.

XII. **Program Presentation:** 2018 Year in Review

Kevin Hughes presented an overview of agency accomplishments during 2018. Tom Reichard, George Davis, Anne Young, and Anne Bianchi highlighted the activities and results of their respective divisions during the year.

XIII. Program Reports

- A. Environmental Health: Monthly activities report included with meeting materials. Tom Reichard distributed the Quality Assurance Report for the first quarter, October through December 2018. He next summarized the changes included in the proposed revised Sanitary Code. He said the chapter on Body Art had been deleted as the State code now superseded the DHD#10 code. Kevin Hughes explained that as requested by the Kalaska County Board of Commissioners, Kalkaska County was removed from the chapter concerning Point-of-Sale evaluations. The next step in the approval process is for the Boards of Commissioners in each County to hold a public hearing and vote approval. If all counties approve the proposed code, the Board of Health will then vote to adopt the revised code for the entire District.
4. *Approve Proposed Revised Sanitary Code.* Motion by Ray Steinke, seconded by Patty Cox, to approve the proposed revised code. Motion carried.
- B. Personal Health: Monthly report included with meeting materials. Anne Young noted her report included discussion of the MDHHS press release about recent Norovirus outbreaks. She distributed a fact sheet about the virus. She also distributed a flyer designed to promote flu vaccines among men.
- C. WIC: Monthly report included with meeting materials. Anne Bianchi said the agency was monitoring the federal government shutdown and the potential impact on WIC programs. She noted information from the USDA indicated funding was available to support WIC and SNAP benefits through the end of February. Kevin Hughes noted substance abuse programs could also be subject to loss of funding if the government shutdown continued much longer.
- D. Health Promotion: Monthly report included with meeting materials. George Davis highlighted division activities and results during December. He said clinical staff find it beneficial to now be able to refer clients to in-house tobacco treatment specialists.

XIV. Administrative Reports

- A. Medical Director: Monthly report submitted with meeting materials. Dr. Jennifer Morse reported on wood smoke and health. The fine particulate matter in wood smoke can cause adverse health effects. She said the EPA has been gradually phasing in woodstove standards to limit the number of particle emissions per hour. She also explained the State of Michigan does not enforce residential woodstove standards set by the EPA.
- Dr. Morse's healthy living recommendations were (1) Encourage sale of EPA compliant woodstoves, and replacement of noncompliant stoves; and (2) Educate the community about wood smoke hazards and consider local ordinances to protect public health.
5. *Approve Healthy Living Recommendations* – motion by Steve Hull, seconded by Dawn Martin. Motion carried.
- B. Deputy Health Officer: Monthly report included with meeting materials.
- C. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes provided updates on PFAS testing and contaminated sites. He said progress was continuing on preparations for the State accreditation process. He indicated he would be inviting Board members to participate in the review of the Powers and Duties section of the accreditation requirements.
- Hughes also announced the MALPH Day at the Capitol is scheduled for April 10 in Lansing. Members are invited to attend.

XV. Other

Richard Schmidt noted Manistee County received funding for substance abuse prevention programs.

Jim Maike asked if there was information or advice concerning bedbug infestations. Tom Reichard said putting linens in a dryer at high heat would kill the pests. He also explained the State has a website with

information, and also a registry for reporting establishments with infestations. Dr. Morse will send links and information on bedbugs to be forwarded to Board members via email.

XVI. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, February 22, at 10:00 a.m. Members were advised to look for contact information at the bottom of the agenda, and to call or email if they will not be attending.

XVII. Adjournment

Jim Maike, Chair, adjourned the meeting at 11:25 a.m.

Jim Maike, Chair *Date*

Charles Lange, Secretary *Date*