



## **BOARD OF HEALTH**

### **Meeting Minutes**

*March 29, 2019*

---

**Materials Distributed** at the meeting: Audit report and letter; Amended Budget; Electronic Health Record – vendor comparison and recommendation Environmental Health – “Food Bits;” 2018 Annual Report and Data Supplement; Manistee Advocate – news article;

I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 10:00 a.m. and invited guests to introduce themselves.

II. **Roll Call – Members Present:** Patty Cox, Pauline Jaquish, Bryan Kolk, Charles Lange, Phil Lewis, Jim Maike, Dawn Martin, Martha Meyette, Judy Nichols, Tom O’Neil, Shelley Pinkelman, Denny Powers, Richard Schmidt, Ray Steinke, James Sweet, Gary Taylor, Hubert Zuiderveen

**Members Excused:** Betty Dermeyer, Steven Hull, Roger Ouwinga

**Alternate Present:** Star Hughston

**Staff Present:** Jane Drake, Gary Hesselink, Kevin Hughes, Christine Lopez, Sarah Oleniczak, Anne Young

**Guests:** Vicki Crouch, Layton & Richardson, P.C.; Laura Grezner, Coldwell Banker, Kalkaska; Isabella Grezner, Kalkaska; Sue Vowels, Coldwell Banker, Kalkaska

III. **Approval of the Agenda:** Motion by Ray Steinke, seconded by Charles Lange. *Motion carried.*

IV. **Approval of the Meeting Minutes:** Motion by Charles Lange, seconded by Richard Schmidt to approve minutes of the February 22, 2019, meeting. *Motion carried.*

V. **Public Comment:** None.

#### VI. **Committee Reports**

A. Executive Committee: Did not meet.

B. Finance Committee: Did not meet. Christine Lopez announced the audit report was complete and copies were distributed to each member’s place at the table prior to the meeting. Lopez introduced Vicki Crouch, from the audit firm Layton and Richardson. Crouch said included with the report was an “unmodified” opinion letter. She summarized the management discussion and analysis section of the report, and highlighted some of the details from the financial statements, budget information and footnotes. Crouch reported last year’s audit report showed the pension liability at 58% funded, while the current year was at 63%. She said the funded liability was at a higher level than a lot of government organizations, and “definitely headed to where you need to be, and in better shape than many.”

Page 57 of the audit report showed the summary of the auditor’s results, which indicated no findings or questioned costs. At the end of the report, a memorandum noted that recommendations made in the prior year audit concerning bank reconciliations were implemented. Only one current year recommendation was offered: improve documentation of review process to identify potentially suspended or disbarred federal contractors.

In concluding comments, Crouch said the audit went well and thanked the finance staff for their help in the audit process.

In response to a question, Christine Lopez, explained the State requires a corrective action plan if the pension liability funding level falls below 60%. With the audit report showing a funding level above 63%, no action is required for the current year. She said she would need approval to submit a report to the State substantiating the funding level along with acceptance of the audit report.

1. *Accept Audit Report and Approve Submission of Pension Liability Report:* Motion by Richard Schmidt, seconded by Ray Steinke to accept Independent Auditor’s Report of Financial Statements for the Year-Ended September 30, 2018.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Star Hughston	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes	Ray Steinke	Yes
Bryan Kolk	Yes	Judy Nichols	Yes	James Sweet	Yes
Charles Lange	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Phil Lewis	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	Yes

Motion carried.

Lopez presented a proposed amended budget for the second quarter of the fiscal year. She explained adjustments made to the budgeted revenues and expenses. Distributed with the budget was a summary of vendor comparisons for a new Electronic Health Record (EHR,) with the recommended selection of Patagonia. She said the amended budget included a maximum amount to spend for a capital outlay in purchasing the new EHR. With approval of the amended budget, the Agency would commence contract negotiations with Patagonia at a cost not to exceed the budgeted maximum. Lopez noted overall the amended budget still showed a projected decrease in fund balance, but that strides were being made in bringing the budget closer to balance.

2. *Approve Amended Budget and Electronic Health Record Recommendation:* Motion by Charles Lange, seconded by Judy Nichols to approve the amended budget as recommended and commence contract negotiations for a new EHR at the proposed not to exceed maximum cost.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Star Hughston	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes	Ray Steinke	Yes
Bryan Kolk	Yes	Judy Nichols	Yes	James Sweet	Yes
Charles Lange	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Phil Lewis	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	Yes

Motion carried.

Lopez next highlighted the finance report for the month ended February 28. Revenues for the month totaled just over \$1.4 million with expenses at \$1.3 million, and an increase in fund balance of \$87 thousand.

3. *Approve Accounts Payable and Payroll:* Motion by Denny Powers, seconded by Bryan Kolk, to approve February accounts payable and payroll total of \$1,106,903.74.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Star Hughston	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes	Ray Steinke	Yes
Bryan Kolk	Yes	Judy Nichols	Yes	James Sweet	Yes
Charles Lange	Yes	Tom O'Neil	Yes	Gary Taylor	Yes
Phil Lewis	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	Yes

Motion carried.

- C. Personnel Committee: Did not meet. Kevin Hughes reported the U.S. Department of Labor issued proposed rule changes for overtime pay to take effect January 2020. The rules would raise the salary threshold for overtime eligibility. More employees would be eligible for overtime pay under the new rules, but far fewer than under a much higher salary level proposed in 2016.

Hughes also said the conclusion of a legal review and consultation with HUB benefits consultants indicated the agency was in compliance with the new Michigan paid sick leave law as adopted. He also noted human resources staff would participate in a webinar on the impact of cannabis legalization in the workplace. He said the agency would treat cannabis the same as drugs or alcohol in the policy prohibiting substance abuse or intoxication during work hours.

- D. Legislative Committee: Did not meet. Shelley Pinkelman reported Governor Whitmer spoke at a recent MAC conference. She also reminded members of the upcoming MALPH Day at the Capitol on April 10. She encouraged members to attend and advocate for increased funding for local health departments.

**VIII. Program Reports**

- A. Environmental Health: Monthly report included with meeting materials. Gary Hesselink, Sanitarian, distributed copies of the March 2019 food program newsletter, "Food Bits." Kevin Hughes highlighted the report submitted with the meeting materials. He said the division implemented changes to achieve compliance in the Type II water program.
- B. Personal Health: Monthly report included with meeting materials. Anne Young reported five of six birthing hospitals in DHD#10's jurisdiction were recognized for efforts to administer birth dose vaccinations for Hepatitis B. She said influenza remains widespread and recommended flu shots. Young also commended nursing staff for extra efforts in responding to an active Hepatitis A case.
- C. WIC: Monthly report included with meeting materials. Kevin Hughes noted the State rule to discard unused formula was still generating discussion and meetings. He also noted the State was expected to adopt a new funding formula which should result in an increase for the DHD#10 WIC program.
- D. Health Promotion: Monthly report included with meeting materials. Sarah Oleniczak highlighted the launch of a pilot program to provide free, in-school, dental screenings. She also asked members to note the "Save the Date" for the third annual Chronic Disease Prevention Summit scheduled for September 13 at Ferris State University.

**IX. Administrative Reports**

- A. Medical Director: Monthly report submitted with meeting materials. Kevin Hughes said the report explained "herd immunity," and the benefits gained in preventing disease spread and outbreaks. He and Young also discussed the increased number of measles cases in Michigan, and the importance of ensuring MMR vaccines against the highly contagious disease. Dr. Morse's report recommended (1) Recognize vaccinations as an important community health initiative; and (2) Consider public health impact when deciding immunization policy.

4. *Approve Healthy Living Recommendations.* Motion by Hubert Zuiderveen, seconded by Phil Lewis.  
Motion carried.

- B. Deputy Health Officer: Monthly report included with meeting materials. Sarah Oleniczak reported the HUB community health worker project results showed the acceptance rate for the agency was slightly ahead of other health departments in the region. She also distributed the 2019 Annual Report and Data Supplement. Kevin Hughes said he will meet with the Boards of Commissioners for all counties in the DHD#10 jurisdiction in the next few months to review the report.
- C. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes reviewed activities related to the five PFAS-contaminated sites in the DHD#10 jurisdiction. He said a recent press release announced Governor Whitmer will establish a commission to determine if Michigan should establish a PFOA and PFOS level at less than the 70 ppt set by the EPA as the health advisory level.

Hughes also explained a major role of public health is to serve as a convener in bringing communities and groups together in evaluating and addressing issues. He said DHD#10 will facilitate a presentation on Blue Zone Communities on May 9 at Ferris State University. The focus of the initiative is to increase longevity and reduce health risks through policy, systems and environmental change. Community leaders were sent information about the program. Board members were encouraged to participate and invite others to attend.

He noted included with his report was his first quarter performance plan dashboard. He said the dashboard reflected continuing progress in meeting the goals, and some objectives have already been completed.

Hughes next explained the State accreditation process requires the agency to submit a Plan of Organization in early April. Required with the submission is documentation of Board approval of the plan in the meeting minutes.

5. *Approve 2019 Plan of Organization:* Motion by Tom O'Neil, seconded by Ray Steinke to approve Plan of Organization and submission. Motion carried.

Hughes said the Board voted at the February meeting to schedule a public hearing on a proposed change to the Sanitary Code during the April 26 meeting. The proposed change will remove Kalkaska County from the Point of Sale program. He reported the Manistee County Board of Commissioners had a discussion and heard public comments about also being removed from the Point of Sale program. He distributed copies of a newspaper article about the Manistee Board of Commissioners meeting. Hughes explained any changes to the Code proposed by Manistee County will also require a public hearing. He suggested the Board consider scheduling one public hearing at a later date to consider both the Manistee and Kalkaska changes. Members heard comments from two Kalkaska residents in opposition to the point of sale program. Following discussion, members were asked for consensus on whether to delay the public hearing, or move forward with a hearing to consider removing Kalkaska County only from the Point of Sale program.

6. *Hold Public Hearing on Proposed Sanitary Code Change:* Motion by Charles Lange, seconded by Hubert Zuiderveen, to hold a public hearing at the April 26 meeting on the proposed Sanitary Code change to remove Kalkaska County only from the Point of Sale Program. Motion carried.

- X. **Other Business:** Jim Maike thanked the management staff for the “good audit,” and for being frugal in managing the agency’s finances. Martha Meyette requested Dr. Morse provide a brief update on the opioid crisis, and discuss its impact in terms of doctors limiting prescriptions for people with legitimate needs for painkillers.

Kevin Hughes invited members to attend the morning session of a special staff training day scheduled for April 17 at Ferris State University. The session will focus on core competencies and Public Health 3.0.

**XI. Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, April 26, at 9:30 a.m. Members were reminded the meeting times for spring and summer months are one-half hour earlier.

**XII. Adjournment**

Jim Maike, Chair, adjourned the meeting at 11:41 a.m.

---

*Jim Maike, Chair*

*Date*

---

*Charles Lange, Secretary*

*Date*