



BOARD OF HEALTH
Meeting Minutes

June 28, 2019

Materials Distributed at the meeting: Oceana County Board of Commissioners Resolution: Supporting Local Products, Markets, & Industries; FY19 Amended Budget; Northern Michigan Community Health Innovation Region: 2018 Annual Report.

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 9:31 a.m. New employees attending as part of their agency orientation were welcomed and invited to introduce themselves.
- II. **Roll Call – Members Present:** Patty Cox, Betty Dermeyer, Steven Hull, Pauline Jaquish, Jim Maike, Dawn Martin, Martha Meyette, Judy Nichols, Tom O’Neil, Roger Ouwinga, Shelly Pinkelman, Richard Schmidt, Ray Steinke, James Sweet, Gary Taylor, Hubert Zuiderveen
Members Excused: Bryan Kolk, Charles Lange, Phil Lewis, Denny Powers
Alternates Present: Ron Bacon, Brenda Bird, Dean Gustafson,
Staff Present: Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Maureen Wroble, Anne Young
New Employees: Megan Chaffee; Michael Foss; Kate Gilley; Katie Haner; Christy Rivette; Jessica Stearns
- III. **Approval of the Agenda:** Motion by Ray Steinke, seconded by Hubert Zuiderveen to approve the meeting agenda. Motion carried.
- IV. **Approval of the Meeting Minutes:** Motion by Patty Cox, seconded by Judy Nichols to approve minutes of the May 31, 2019, meeting. Motion carried.
- V. **Public Comment:** Martha Meyette explained the copy of a resolution that was distributed at the meeting. She said the resolution was passed by the Oceana County Board of Commissioners in support of local specialty crops and farmers. She encouraged other members to consider the resolution at their county meetings and to share with their State legislators.
- VI. **Committee Reports**
 - A. Executive Committee: Did not meet.
 - B. Finance Committee: Did not meet. Christine Lopez presented the financial report for the month ended May 31. The balance sheet showed an increase in fund balance of almost \$492 thousand, and total assets and liabilities at just over \$9.7 million. The month-end accounts receivable balance was \$2.1 million with almost 83% current. Cash flow projections through September showed the lowest balance of total cash and investments at almost \$4 million.
 - 1. *Approve Accounts Payable and Payroll:* Motion by Richard Schmidt, seconded by Ray Steinke, to approve the May accounts payable and payroll total of \$2,086,748.73.

Roll Call Vote

Ron Bacon	Yes	Jim Maike	Yes	Shelly Pinkelman	Yes
Brenda Bird	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Martha Meyette	Yes	Ray Steinke	Yes
Betty Dermeyer	Yes	Judy Nichols	Yes	James Sweet	Yes
Dean Gustafson	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Steven Hull	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Pauline Jaquish	Yes				

Motion carried.

Lopez next presented an amended budget for the third quarter of FY19. She explained the adjustments and additions in the budget line items. She noted the revised budget still showed an unfunded balance of \$106 thousand, however, this amount decreased from the previous quarter's projected balance of \$167 thousand.

2. *Approve Amended Budget:* Motion by Richard Schmidt, seconded by Hubert Zuiderveen, to approve amended budget as presented.

Roll Call Vote

Ron Bacon	Yes	Jim Maike	Yes	Shelly Pinkelman	Yes
Brenda Bird	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Patty Cox	Yes	Martha Meyette	Yes	Ray Steinke	Yes
Betty Dermeyer	Yes	Judy Nichols	Yes	James Sweet	Yes
Dean Gustafson	Yes	Tom O'Neil	Yes	Gary Taylor	Yes
Steven Hull	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Pauline Jaquish	Yes				

Motion carried.

Lopez also said a meeting of the Finance Committee will be scheduled in August to review the proposed Fiscal Year 2020 budget.

- C. Personnel Committee: Did not meet. Kevin Hughes summarized an incident involving an assault on a Sanitarian in the performance of his work. He said the employee is doing fine, and the police are involved. Hughes also said representatives from Blue Cross-Blue Shield and HUB indicated insurance renewal rates would be available in mid-July.
- D. Legislative Committee: Did not meet. Kevin Hughes reported on proposed State House bills that would add warning labels to medical marijuana and other products with marijuana. The labels will warn of potential harm to infants from exposure to use of marijuana by pregnant women.

VIII. Program Presentation: Performance Management – Sarah Oleniczak, Deputy Health Officer

Sarah Oleniczak explained a new web-based system that will be used to track agency performance measures. She said many of the measures will be used in evaluating progress on achieving the Community Health Improvement Plan. The system will also allow for tailoring of indicators by department goals, or to address specific issues identified through quality improvement or the accreditation process. Accountability for tasks or steps in completing the measures and reporting on progress will be assigned to specific staff members. The system will generate automatic reminders to the accountable staff and directors to enter their results and progress reports into the system.

VIII. Program Reports

- A. Environmental Health: Monthly narrative and activities reports submitted with meeting materials. Kevin Hughes discussed a new two-year grant to conduct water sampling of two lakes in Manistee County, and the mosquito and tick monitoring program in Newaygo and Oceana counties. Hughes also noted the State accreditation results and said corrective actions will be developed in response to two “unmet” indicators.
- B. Personal Health: Monthly report submitted with meeting materials. Anne Young reported the State accreditation review showed the division met all 67 indicators, and only one “with conditions.” She also reported an immunization clinic was held at the Double JJ Ranch in Oceana County in preparation for the Electric Forest Festival. Seventy-five festival workers and food service employees received Hepatitis A vaccines at the clinic.

- C. WIC: Monthly report submitted with meeting materials. Maureen Wroble highlighted the reversal in State policy regarding returned formula. She said the WIC program would not re-distribute returned formula to clients, but staff are now allowed to donate the formula to community food banks or pantries.
- D. Health Promotion: Monthly report and activities summary distributed with meeting materials. Sarah Oleniczak said the position openings for licensed mental health providers in the Adolescent Health program were expected to all be filled shortly. She reported the harm reduction program approved by the Board at the last meeting was preparing to launch a site in Lake County by mid-July. Plans are still underway to open a site in Crawford County.

Oleniczak also said the State accreditation review of the Family Planning program found two issues with certain documents, and another unmet indicator in how staff training is documented and tracked. She said a quality improvement project was being developed to improve the process of documenting staff training.

X. Administrative Reports

- A. Medical Director: Monthly report submitted with meeting materials. Dr. Jennifer Morse provided background, history and data on swine flu in the report. She said the first reported case in the U.S. this year of a swine flu variant in a human occurred in Michigan. She explained how to prevent the spread of swine flu. Her monthly healthy living recommendations were: (1) report and follow cases of variant influenza to identify potential pandemic strains as soon as possible; and (2) follow suggested prevention steps, and promote education and preparation to ensure quick responses to ill swine.

3. *Approve Healthy Living Recommendations.* Motion by Ray Steinke, seconded by Betty Dermeyer. Motion carried.

- B. Deputy Health Officer: Monthly report submitted with meeting materials. Sarah Oleniczak highlighted accomplishments featured in the Northern Michigan Community Health Innovation Region (CHIR) 2018 Annual Report distributed at the meeting. During 2018, three regional HUB programs were brought to full scale by the CHIR. The HUB programs screened over 20 thousand residents for social determinants of health. She said the success of the Northern Michigan CHIR in using a cross-sector of community partners to improve health was recognized by the State, which is now encouraging the initiative to expand from 10 to 31 counties.
- C. Health Officer: Written report included with meeting materials. Kevin Hughes reviewed activities related to PFAS contamination in the Camp Grayling region. He said a Restorative Action Board was being formed to provide guidance to the National Guard in addressing PFAS contamination and cleanup. The membership of the board will include community and business representatives. BOH member Shelley Pinkelman will serve as a representative of Crawford County, and the DHD#10 public information officer is also a member.

Hughes also summarized options presented by the National Guard to ensure safe drinking water for affected residents. The costs of implementing any solution will be covered by the Guard. Hughes next discussed proposed new levels under consideration by the State for determining contamination by various PFOS compounds.

On the State accreditation review, Hughes noted all indicators on “Powers and Duties,” were met. He said corrective action plans were being implemented to resolve unmet indicators in other programs. He is confident the agency will achieve full accreditation by the end of the calendar year. He also noted the State will provide financial resources to the agency to support new technology in addressing issues related to unmet indicators with the Type II water program.

Hughes’ performance plan dashboard was included with the report. No comments.

- XI. **Other Business:** Jim Maike said a television news report concerning Camp Grayling and PFAS contamination included an interview with Kevin Hughes and was “very positive.” He also asked about the progress on the approvals of the Sanitary Code changes by the Boards of Commissioners in the DHD#10 counties. Hughes

reported seven of 10 counties passed resolutions approving the proposed changes. He will complete his scheduled meetings with the three remaining counties in the next month.

XII. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, July 26, at 9:30 a.m.

XIII. Adjournment

Jim Maike, Chair, adjourned the meeting at 10:44 a.m.

Jim Maike, Chair *Date*

Charles Lange, Secretary *Date*