



BOARD OF HEALTH

Meeting Minutes

September 27, 2019

Materials Distributed at the meeting: FY19 Amended Budget; Monthly Financial Report – August; Medical Director Monthly Report; MDHHS Memo – Eastern Equine Encephalitis; WIC monthly report

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 9:30 a.m.
- II. **Roll Call – Members Present:** Patty Cox, Betty Dermeyer, Steven Hull, Pauline Jaquish, Bryan Kolk, Charles Lange, Phil Lewis, Jim Maike, Dawn Martin, Martha Meyette, Judy Nichols, Tom O’Neil, Roger Ouwings, Shelly Pinkelman, Denny Powers, Richard Schmidt, James Sweet, Gary Taylor, Hubert Zuiderveen
Members Excused: Ray Steinke
Alternate Present: Jerrilynn Strong
Staff Present: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Donna Norkoli, Sarah Oleniczak, Tom Reichard, Anne Young
Guest: Jeff Dontz, Chair, Manistee County Board of Commissioners
- III. **Approval of the Agenda:** Motion by Charles Lange, seconded by Patty Cox, to approve the meeting agenda. Motion carried.
- IV. **Approval of the Meeting Minutes:** Motion by Bryan Kolk, seconded by Hubert Zuiderveen, to approve minutes of the August 23, 2019, meeting. Motion carried.
- V. **Public Comment:** Jeff Dontz said he had spoken to the Boards of Commissioners in Manistee and Kalkaska Counties on the Point-of-Sale issue. He asked the Board of Health to consider an alternative to a Statewide Point-of-Sale program. He said it would be more reasonable and less expensive to have a POS that would be effective only in areas adjacent to waterways or considered part of a watershed.
- VI. **Committee Reports**
 - A. Executive Committee: Did not meet. Members were asked to confer after the BOH meeting to schedule a committee meeting date to review the Health Officer contract.
 - B. Finance Committee: Did not meet. Christine Lopez, Administrative Services Director, presented the financial report for the month ended August 31. Total revenue exceeded expenses resulting in an increase in fund balance of over \$200 thousand.
 - 1. *Approve Accounts Payable and Payroll:* Motion by Richard Schmidt, seconded by Charles Lange, to approve the August accounts payable and payroll total of \$1,619,335.96.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Steven Hull	Yes	Martha Meyette	Yes	Jerrilynn Strong	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	James Sweet	Yes
Bryan Kolk	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Charles Lange	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Phil Lewis	Yes	Shelly Pinkelman	Yes		

Motion carried.

Lopez next presented a revised budget for fiscal year 2019. She explained the additions and amendments made to reflect changes in revenue and expenses, new grants, and Medicaid cost report estimates.

2. *Approve FY 2019 Budget Amendments:* Motion by Richard Schmidt, seconded by Bryan Kolk to approve revised budget as presented.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Steven Hull	Yes	Martha Meyette	Yes	Jerrilynn Strong	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	James Sweet	Yes
Bryan Kolk	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Charles Lange	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Phil Lewis	Yes	Shelly Pinkelman	Yes		

Motion carried.

Lopez reminded the members the FY 2020 budget was presented at the August meeting for review. No further questions.

3. *Approve Proposed FY 2020 Budget:* Motion by Richard Schmidt, seconded by Hubert Zuiderveen to approve budget as presented.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Steven Hull	Yes	Martha Meyette	Yes	Jerrilynn Strong	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	James Sweet	Yes
Bryan Kolk	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Charles Lange	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Phil Lewis	Yes	Shelly Pinkelman	Yes		

Motion carried.

- C. Personnel Committee: Hubert Zuiderveen reported the committee met September 20. Kevin Hughes first reviewed the Human Resources report included with the meeting materials. He next said the Personnel Committee met to review benefit options. He said the health insurance renewal rates were higher than anticipated. Efforts to find lower cost options were not successful due to the agency’s size and geographic distribution. Four proposed health insurance plans were presented to the Personnel Committee for review. The Committee recommended approval of the plans as presented. The proposed plans were included in the meeting materials. Hughes suggested the Board approve the plans at the current meeting to allow for timely scheduling of the employee benefit enrollment period.

4. *Approve Health Insurance Renewals:* Motion by Richard Schmidt, seconded by Hubert Zuiderveen to approve proposed benefits.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Steven Hull	Yes	Martha Meyette	Yes	Jerrilynn Strong	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	James Sweet	Yes
Bryan Kolk	Yes	Tom O’Neil	Yes	Gary Taylor	Yes
Charles Lange	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Phil Lewis	Yes	Shelly Pinkelman	Yes		

Motion carried.

Hughes next summarized proposed changes to the Dental and Vision benefits. He said dental coverage included a proposed increase in the annual maximum benefit from \$1,000 to \$1,500 to meet industry standards. Vision coverage would remain unchanged.

5. *Approve Dental and Vision Benefits:* Motion by Roger Ouwinga, seconded by Betty Dermyer to approve proposed benefits.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Betty Dermyer	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Steven Hull	Yes	Martha Meyette	Yes	Jerrilynn Strong	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	James Sweet	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes	Gary Taylor	Yes
Charles Lange	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Phil Lewis	Yes	Shelly Pinkelman	Yes		

Motion carried.

Hughes noted the proposed benefits included continuation of the Flex Card benefit which provides reimbursement for healthcare related expenses up to \$500 for full-time employees and \$250 for part-time.

6. *Approve Flex Card Benefit:* Motion by Patty Cox, seconded by Phil Lewis to approve proposed benefit.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Betty Dermyer	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Steven Hull	Yes	Martha Meyette	No	Jerrilynn Strong	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	James Sweet	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes	Gary Taylor	Yes
Charles Lange	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Phil Lewis	Yes	Shelly Pinkelman	Yes		

Motion carried.

Hughes explained proposed adjustments to the pay ranges for agency jobs was approved by the Executive Committee and shared with the Personnel Committee. The Personnel Committee moved to recommend the salary adjustments proposal for final approval by the full Board. Hughes emphasized the proposed salary adjustment would be effective January 1, 2020, and would not be “across-the-board.” He explained in most cases the salary increases would not be added to the starting or first year steps in the pay ranges. The intent in adding increases at the higher steps is to reward longevity. The overall added cost to the budget would be approximately \$75 thousand.

7. *Pay Range Adjustments Proposal:* Motion by Richard Schmidt, seconded by Roger Ouwinga to approve proposed salary adjustments.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Betty Dermyer	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Steven Hull	Yes	Martha Meyette	Yes	Jerrilynn Strong	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	James Sweet	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes	Gary Taylor	Yes
Charles Lange	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Phil Lewis	Yes	Shelly Pinkelman	Yes		

Motion carried.

Hughes requested approval of a one-time stipend to be paid to the Medical Director. DHD#10's share of the stipend under the terms of the contract held jointly with Central and Mid-Michigan District Health Departments would be \$1,200.

8. *Approve Medical Director Stipend:* Motion by Charles Lange, seconded by Betty Dermyer to approve stipend payment.

Roll Call Vote

Patty Cox	Yes	Jim Maike	Yes	Denny Powers	Yes
Betty Dermyer	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Steven Hull	Yes	Martha Meyette	Yes	Jerrilynn Strong	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	James Sweet	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes	Gary Taylor	Yes
Charles Lange	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Phil Lewis	Yes	Shelly Pinkelman	Yes		

Motion carried.

- D. Legislative Committee: Kevin Hughes reported State budgets were sent to the Governor for signature. He said on a positive note, the Senate budget included an extra \$6 million in funding for local health departments.

VII. Program Presentation: *Dental Partnering for Heart Health;* Donna Norkoli, Health Promotion Coordinator.

Donna Norkoli reported on a program involving collaborations with dental providers in Lake and Mecosta counties. Through the program, dental patients receive health screenings and referrals. She commended Sarah Green for her efforts in providing follow-up support and securing resources and services for client referrals. Norkoli also shared a voice mail message from an individual who was referred for further diagnostics and treatment after he was found to have extremely high blood pressure. In his message, he said he thanked the program for "pretty much saving my life."

VIII. Program Reports

- A. Environmental Health: Monthly report submitted with meeting materials. Tom Reichard answered questions on actions included in the report. He noted the restaurant cited for operating without a license recently closed. Reichard also provided an update on the campground in Kalkaska County that was operating without permits and in violation of township zoning.
- B. Personal Health: Monthly report submitted with meeting. Anne Young said nurses were providing direct observation therapy for an individual recently diagnosed with tuberculosis. Public health nurses are also assisting in contacts investigations to identify if any contracted the disease. A recent report of a horse in Newaygo County infected with Eastern Equine Encephalitis (EEE) was discussed. Kevin Hughes distributed a memo from the State explaining plans to conduct aerial spraying of pesticide in multiple areas to kill mosquitos that spread the disease. The only county in the DHD#10 jurisdiction included in the scheduled sprayings was Newaygo County.
- C. WIC: Monthly report distributed at the meeting. Anne Bianchi highlighted four organizations that received support from DHD#10 breastfeeding peer counselors and recently were awarded for being "Breastfeeding Friendly" workplaces. She also commended Colleen Unsul who was recognized by a Ludington breastfeeding group for her work in supporting breastfeeding mothers. Bianchi said she was proud the WIC program was no longer the "formula" program, but is instead the breastfeeding program.
- D. Health Promotion: Monthly report and activities summary distributed with meeting materials. Sarah Oleniczak summarized activities and results achieved by CATCH, a grant program to improve health and wellness among elementary students. She also highlighted various outreach and collaborative activities to address teen vaping and ensure marijuana was kept secure and not accessible by children.

IX. Administrative Reports

- A. Medical Director: Monthly report distributed at the meeting. Dr. Jennifer Morse's report topic was *Vaping and Severe Pulmonary Disease Associated with Vaping*. In the U.S., 530 cases of severe pulmonary disease associated with vaping were reported so far this year. Seven people died from the disease. In Michigan, 12 cases have been identified and 14 other possible cases are under investigation. Her report also discussed the recent rise in the number of teens and young adults using e-cigarettes.

The healthy living recommendations were: (1) Educate youth and adults about the harms of e-cigarette and nicotine use; (2) Incorporate e-cigarettes into smoke-free policies; and (3) Refer those struggling with tobacco or e-cigarette use to help and online resources.

9. *Approve Healthy Living Recommendations*. Motion by Shelley Pinkelman, seconded by Judy Nichols.
Motion carried.

- B. Deputy Health Officer: Monthly report submitted with meeting materials. Sarah Oleniczak said the Annual PHAB report submitted by the agency was accepted with high praise from the national accrediting body. She said DHD#10 will apply for re-accreditation in May 2020.

She also reported DHD#10 received funding to support a project to expand the work of the Northern Michigan CHIR to the southern counties in the agency's jurisdiction.

- C. Health Officer: Written report included with meeting materials. Kevin Hughes summarized ongoing activities related to PFAS-contaminated sites in Crawford and Lake counties, and a vapor intrusion location in Mason County. He also said the agency participated in a conference call with Michigan EGLE regarding elevated PFAS levels at the Wexford-Missaukee Career Technical Center.

Hughes invited members to attend the upcoming All Staff Meeting at Ferris State University scheduled for Friday, October 4.

- X. **Other Business:** Members were informed flu shots were available.

XI. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, October 25, at 9:30 a.m.

XII. Adjournment

Jim Maike, Chair, adjourned the meeting at 11:15 a.m.

[Executive Committee members present scheduled a meeting for Friday, October 18, at 1:00 p.m.]

Jim Maike, Chair

Date

Charles Lange, Secretary

Date