



BOARD OF HEALTH

Meeting Minutes

October 25, 2019

Materials Distributed at the meeting: Monthly Financial Report, Executive Committee meeting minutes

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 9:30 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, Pauline Jaquish, Bryan Kolk, Charles Lange, Jim Maike, Judy Nichols, Tom O’Neil, Roger Ouwinga, Shelly Pinkelman, Denny Powers, Richard Schmidt, Ray Steinke, James Sweet, Hubert Zuiderveen
Members Excused: Steven Hull, Dawn Martin, Martha Meyette, Phil Lewis, Gary Taylor
Alternate Present: Ron Bacon
Staff Present: Anne Bianchi, Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Amelia Peets, Tom Reichard, Anne Young
New Employees: Ashley Bewell, Stephanie Jacobs, Jesse Kistler, Christine Mason, Allison Mollohan, Faith Roper, Renae Sutton, Rosie Woodruff
Students: Kristen Nelson, Kaitlyn Reinink
Guests: Dave Comai, Carolyn Phillips, Seth Phillips
- III. **Approval of the Agenda:** Motion by Charles Lange, seconded by Hubert Zuiderveen, to approve the meeting agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Bryan Kolk, seconded by Patty Cox, to approve minutes of the September 27, 2019, meeting. *Motion carried.*
- V. **Public Comment:** Seth Phillips and Dave Comai expressed opposition to removing Kalkaska County from the Point of Sale Program in the Sanitary Code. Mr. Phillips submitted a typed copy of his comments for the record.
- VI. **Committee Reports**
 - A. **Executive Committee:** Richard Schmidt reported the committee met Friday, October 18. The committee members reviewed the current Health Officer contract and discussed a proposed salary increase, length of contract, and inclusion of pay steps. The committee proposed an increase in salary based on comparison to other area Health Officer contracts and the inclusion of the salary steps compiled by the DHD#10 salary review committee. Richard Schmidt said the recommendation included having the Health Officer performance review completed annually and increases in salary would be evaluated every two years. Any proposed salary adjustment would require board approval. The Health Officer performance evaluation was also discussed. This evaluation will be used to determine any increases in salary. James Sweet proposed adding long-term goals to the Health Officer Performance Plan. Kevin Hughes said the DHD#10 Strategic Plan is the focus for long-term goals. The board is to review both documents before voting at the next BOH meeting.
 - B. **Finance Committee:** Did not meet. Christine Lopez, Administrative Services Director, presented a draft of the financial report for the month ended September 30. The balance sheet showed an increase in the year-to-date fund balance of \$154,138.68, and total assets and liabilities of almost \$8.7 million. Total revenues for the month were \$2,021,469.78, with total expenses of \$2,089,619.81. End of the fiscal year numbers will continue to be adjusted as accounts are reconciled when state and federal funding is received.

1. *Approve Accounts Payable and Payroll:* Motion by Ray Steinke, seconded by Richard Schmidt, to approve the September accounts payable and payroll total of \$1,548,893.90.

Roll Call Vote

Ron Bacon	Yes	Jim Maike	Yes	Denny Powers	Yes
Patty Cox	Yes	Judy Nichols	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Tom O’Neil	Yes	Ray Steinke	Yes
Pauline Jaquish	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Bryan Kolk	Yes	Shelly Pinkelman	Yes	Hubert Zuiderveen	Yes
Charles Lange	Yes				

Motion carried.

- C. Personnel Committee: Did not meet. Kevin Hughes reviewed the Human Resource report included with the meeting materials. He reported on the All Staff Meeting that was held on Friday, October 4 at Ferris State University Center in Big Rapids. He recognized the staff that received service awards. Jim Maike, Ray Steinke, and Tom O’Neil represented the BOH at the meeting. The MERS annual meeting was attended by Julie Hilkowski, HR Coordinator and Christine Lopez, Administrative Services Director. Hughes also discussed the county informational meetings with HUB representatives that will be taking place throughout the month of October to inform staff of this year’s benefit options.
 - D. Legislative Committee: Did not meet. Kevin Hughes summarized the FY 2020 District Health Department #10 Legislative Priorities included in the meeting materials. The priorities are largely the same as the 2019 list and will be used throughout the year for discussions with state legislators. Hughes also reported on House Bill 5019 that would amend the Public Health Code to prohibit MDHHS from banning vaping products. He expressed concerns with the growing epidemic of vaping use among young people in Michigan and the potential vaping related death in Manistee County.
 Shelley Pinkelman reported she was in contact with State Representative Daire Rendon to assess the impact and costs related to budget line items vetoed by Governor Whitmer.
2. *Approve Legislative Platform:* Motion by Charles Lange, seconded by Judy Nichols, to approve the 2020 District Health Department #10 Legislative Platform. Motion carried.

VII. Program Presentation: Organizational Structure Update, Kevin Hughes, Health Officer

Kevin Hughes reported on the progress of the Organizational Structure review during the past two years. The agency is focusing on succession planning to develop new leaders to replace current leadership roles before they retire. Internal candidates will have the opportunity to train with the current staff with the anticipation of taking over these roles. The Environmental Health Department recently added an EH Manager position which will be occupied by the current EH Director, Tom Reichard. He will then train the incoming EH Director when that position is filled. Existing directors will mentor the incoming managers to prepare them for their future roles as directors. The agency divisions will also be restructured to accommodate for these transitions.

VIII. Program Reports

- A. Environmental Health: Quarterly quality assurance report submitted with meeting materials. Tom Reichard discussed quarterly results for the well and septic program. He attributed delays in time of issuing permits to vacation scheduling. In the Food Safety program, 527 Priority and Priority Foundation health violations were found. The district also received 73 environmental complaints for the quarter. Fiscal year 2019 indicated fewer well and septic permits issued which can be attributed to a slowed economy and fewer home constructions.
- B. Personal Health: Monthly report submitted with meeting materials. Anne Young reported that flu activity in Michigan has been sporadic with cases in southeast, southwest, and central parts of the state. No flu activity has been reported in northern areas of Michigan. The 2018-2019 flu vaccination coverage levels in Michigan were lower than the national rates. Only 1 out of 3 pregnant women are receiving the

universally recommended flu and Tdap vaccines. Young also discussed the increase in rates of untreated mental illness and substance abuse treatment in our state. Northern Michigan was highlighted in a national study of neonatal abstinence syndrome and the association between unemployment rates and availability of mental health services.

- C. WIC: Monthly reports included in meeting materials. Anne Bianchi reviewed the MDHHS Biannual Breastfeeding Data report. The latest report indicates that 75.85% of women enrolled in the DHD#10 WIC program initiate breastfeeding, which is higher than the state average of 67.03%. WIC continues to expand the breastfeeding program by adding two part-time Breastfeeding Peer Counselors. Holly Kokx, RD, attended the Breastfeeding Center of Ann Arbor to complete part 1 of the Clinical and Communication Lactation Specialist course. Kokx plans to complete the International Board Certified Lactation Consultant exam in 2020 to allow for even further expansion of the lactation services offered by DHD#10. Manistee and Newaygo-Grant WIC staff were also recognized in the MDHHS WIC Newsletter for their client-centered ideas. Bianchi also discussed Healthy Babies Bright Futures and Senator Chuck Schumer's initiative to take more action to regulate the baby food industry and remove heavy metals from baby food products.
- D. Health Promotion: Monthly report and activities summary distributed with meeting materials. Sarah Oleniczak summarized the outreach efforts of the division and the YTD numbers for Tobacco Treatment Programs. She also reviewed the progress of Adolescent Health Services. Three out of the four new mental health centers opened in September. The Adolescent Health Centers in Cadillac, Grayling and Shelby worked with the school districts to provide more comprehensive well-child visits and sports physicals. The program continues to collaborate with school districts to expand their outreach and to help children learn coping strategies.

IX. Administrative Reports

- A. Medical Director: Monthly report distributed with the meeting materials. Dr. Jennifer Morse's report topic was *CBD Oil*. Over-the-counter products containing CBD Oil have become increasingly popular and can be found at various retail stores across the state. CBD products do not contain the THC properties of Marijuana and less than 0.3% of THC is acceptable to be present. In general, CBD oil is thought to be safe, but limited research is available. No official regulations on the production of these products creates the possibility for products containing heavy metals, pesticides, mold, and bacteria.

The healthy living recommendations were: (1) CBD may be safe and could have medicinal benefits, the over-the-counter products available today should be avoided at this time as they are unregulated, often contaminated, and often do not contain the CBD and THC concentrations as labeled; (2) If you do choose to use CBD products, do your best to purchase from a reputable company. Though testing of CBD and other cannabinoid products is still evolving, third party agencies such as NSF and USP will soon begin testing and certifying CBD products.

3. *Approve Healthy Living Recommendations.* Motion by Ray Steinke, seconded by Hubert Zuiderveen.
Motion carried.

- B. Deputy Health Officer: Monthly report submitted with meeting materials. Sarah Oleniczak said DHD #10 will be applying for re-accreditation in May 2020. The PHAB team will be responsible for documenting and creating conformity statements for the 12 PHAB domains. Sarah reviewed the proposed regulations issued by the Department of Licensing and Regulatory Affairs (LARA) to limit the scope of practice of Licensed Professional Counselors for diagnosing and treating. Behavioral health services in the northern counties depend on these services. House Bill 4325 would protect LPCs and their clients from future regulations by LARA and is expected to be approved by the governor.

Oleniczak summarized the Strategic Plan quarterly update indicating which areas have been successfully completed, those on track for completion, and areas that still need to be addressed. She also reviewed the Quality Improvement Update. Of special note was the QI project to revise the Medication Inventory Process which saved the agency just over \$3,000 in the last quarter.

- C. Health Officer: Written report included in meeting materials. Kevin Hughes provided an update on Camp Grayling and the agency's participation in the monthly RAB meeting. This meeting facilitated a new/replacement well permit review committee to determine if property owners can move forward. Hughes highlighted the recent Eastern Equine Encephalitis (EEE) concerns and the agency's collaboration with Newaygo County emergency staff to notify residents in the county affected by aerial spraying.

He also presented a proposed Code of Ethics which is a new re-accreditation requirement of PHAB. The DHD#10 Leadership Team will serve as the Ethics Committee for the agency.

Hughes summarized the status of the changes to Sanitary Code chapter on the Point of Sale (POS) program. With the recent vote by the Manistee Board of Commissioners to not approve the proposed changes, Kalkaska County will remain in the POS program and the issue is now closed from the BOH's standpoint.

Hughes also discussed the plan for moving forward with Tencon. The Board Executive Committee will assume oversight of Tencon resources until a Tencon Board/Committee can be established.

4. *Approve District Health Department #10 Code of Ethics.* Motion by Betty Dermeyer, seconded by Bryan Kolk. Motion carried.

- 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, November 22, at 10:00 a.m.

XII. **Adjournment**

Richard Schmidt, adjourned the meeting at 10:58 a.m.

Jim Maike, Chair

Date

Charles Lange, Secretary

Date