



BOARD OF HEALTH

Meeting Minutes

November 22, 2019

Materials Distributed at the meeting: October Financial Report; Copy of public comments submitted for the record by Carolyn Phillips; Packet of legislative and administrative information concerning “withdrawal of county from district health department.”

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 10:00 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 Ouwinga, Denny Powers, Richard Schmidt, Ray Steinke, Gary Taylor, Hubert Zuiderveen
Members Excused: Shelly Pinkelman, James Sweet
Staff Present: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Lisa Morrill, Dr. Jennifer Morse, Tom Reichard, Anne Young
Guests: Molly Cotant, MDHHS, Public Health Consultant; Laura de la Rangel, MDHHS, Acting Director, Local Public Health Services; Sheri McWhirter, Traverse City Record-Eagle; Carolyn Phillips; Seth Phillips
- 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 Bryan Kolk, seconded by Patty Cox, to approve minutes of the October 25, 2019, meeting. *Motion carried.*
- V. **Public Comment:** Carolyn Phillips provided her perspective of the process and failure to approve the removal of Kalkaska County from the Point of Sale program in the Sanitary Code. She said experts were ready to assist County officials in revising the Point of Sale program to “add teeth,” and requested the Board encourage the establishment of a committee. A written copy of her comments was submitted for the record.
- VI. **Committee Reports**
 - A. Executive Committee: Jim Maike requested the members go into closed session.

- 1. *Closed Session as Permitted by Michigan Open Meetings Act.* Motion by Ray Steinke, seconded by Charles Lange to go into closed session to discuss legal strategy and the Health Officer performance review.

Roll Call Vote

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

Motion Carried. Meeting closed at 10:10 a.m.

Return to open session: 10:29 a.m.

Jim Maike reported the members discussed the performance evaluation for Kevin Hughes, Health Officer. He said Hughes’ performance exceeded expectations. Maike also noted the Board did not discuss the Point

of Sale issue during the closed session. Maike requested approval of the evaluation form as discussed in the closed session.

2. *Approve Health Officer Performance Evaluation:* Motion by Charles Lange, seconded by Judy Nichols.
Motion Carried.

Jim Maike said the Executive Committee recommended approval of the Employment Agreement for Health Officer included with the meeting materials. The proposed agreement would be effective as of January 1, 2020, if approved.

3. *Approve Health Officer Employment Agreement.* Motion by Ray Steinke, seconded by Betty Dermyer, to approve employment agreement at proposed.

Roll Call Vote

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

Motion Carried.

- B. Finance Committee: Did not meet. Christine Lopez, Administrative Services Director, presented a preliminary financial report for the month ended October 31. She said the almost \$7.0 million reported for the fund balance was a preliminary amount as the year-end financial results were still in the process of being finalized. According to the report, total revenues for the month were \$1.9 million, with expenses at \$1.8 million.

4. *Approve Accounts Payable and Payroll.* Motion by Richard Schmidt, seconded by Phil Lewis, to approve the October accounts payable and payroll total of \$1,554,011.50.

Roll Call Vote

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

Motion Carried.

Lopez reported the auditors will be on site to conduct the annual review of financial statements from December 10 through 13.

- C. Personnel Committee: Did not meet. Kevin Hughes explained a copy of proposed changes to the Employee Handbook and personnel policies was included with the meeting materials for information purposes. Approval of the proposed changes would be included as an action item on the December meeting agenda.

Hughes also reported an analysis of the revised federal overtime pay rules to take effect January 1 was conducted. Only a small number of part-time employees would be eligible for overtime pay in the event their work hours exceeded 40 in a work week. He said the overtime classification for these employees would be changed to nonexempt.

- D. Legislative Committee: Did not meet. Jim Maike noted discussion questions for the legislative forum scheduled for the December meeting were included with the meeting materials. He requested approval of the five questions presented.

5. *Approve Questions for State Legislators.* Motion by Charles Lange, seconded by Roger Ouwinga to approve questions as presented. Motion Carried.

Maike indicated the questions would be sent to the State Legislators in advance of the December meeting.

VII. **Presentation:** Laura de la Rambelje, Acting Director, MDHHS Division of Local Public Health Services.

Laura de la Rambelje distributed information concerning the withdrawal of a county from a district health department. She reviewed the powers and duties, and essential services, of a local public health department. She explained a county withdrawing from a district would be subject to a financial penalty and would also incur significant costs in establishing a local public health department and hiring competent staff. Kevin Hughes explained the process for withdrawing from District Health Department #10 was covered in the Bylaws. Under the bylaws, the process would take two years. Questions were asked and answered.

VIII. **Program Reports**

- A. Environmental Health: Monthly report distributed with meeting materials. Tom Reichard invited questions. No questions.
- B. Personal Health: Monthly report included in meeting materials. Anne Young highlighted the college flu challenge to promote vaccinations.
- C. WIC: Monthly report distributed with meeting materials. Anne Bianchi announced Colleen Unsal was promoted to the position of Senior Breastfeeding Peer Counselor. She said the position was created as part of a model program funded by the State. She said the State WIC division will be monitoring DHD#10's program implementation and results for possible replication in other WIC programs.
- D. Monthly report distributed with meeting materials. Lisa Morrill summarized division activities related to substance abuse prevention and highlighted a flyer to promote increased physical activity.

IX. **Administrative Reports**

- A. Medical Director: Monthly report distributed with the meeting materials. Dr. Jennifer Morse's report topic was *Rural Health Disparities*. She explained the factors contributing to higher amounts of disease, death rates, shorter life expectations and higher rates of disability among rural populations when compared to urban populations.

The healthy living recommendations were: (1) Champion need-based allocations of resources in rural areas rather than population-based; and (2) Engage a variety of stakeholders and focus on proven policies and programs when addressing the health of rural communities.

6. *Approve Healthy Living Recommendations.* Motion by Richard Schmidt, seconded by Betty Dermyer. Motion Carried.

- B. Deputy Health Officer: Monthly report submitted with meeting materials. Kevin Hughes summarized the report. He explained the plans and current progress on efforts to prepare for site visits for national re-accreditation by PHAB.
- C. Health Officer: Written report included in meeting materials. Kevin Hughes provided updates on activities related to PFAS contamination around Camp Grayling. He said a community meeting was scheduled for early December to review proposed upgrades to the community water system in Baldwin in response to contaminants found at the Wash King site.

Hughes also reported interviews were conducted for the Environmental Health Director position. It is expected a candidate will be selected and in place in January 2020.

Hughes next reviewed the history and outcomes of the proposed changes to the Sanitary Code. He explained changes to the Sanitary Code may be made only upon approval of all Counties in the district. He shared an opinion letter from the agency attorney, Catherine D Jasinski, with Running, Wise and Ford, PLC. The Point of Sale program remains in effect for both Manistee and Kalkaska Counties as the proposed changes were not unanimously approved. The Sanitary Code then is closed without revisions.

Hughes said discussions were continuing with both counties on next steps and a possible plan to re-open the Code. He said he also requested the Environmental Health staff to review the issues and concerns that led to the requests to revise the Point of Sale program and determine if some of these could be addressed through policy changes without opening the code.

Included with the report was a dues assessment invoice from MALPH. Hughes recommended the agency continue its membership and requested approval to pay the dues.

7. *Approve MALPH Dues Assessment.* Motion by Bryan Kolk, seconded by Patty Cox. Motion Carried.

Hughes summarized his performance plan for the 2020 calendar year. He explained in addition to the performance plan goals and objectives, he was also responsible for successful implementation of the agency Strategic Plan which included long term goals. He requested approval of the 2020 performance plan.

8. *Approve Health Officer 2020 Performance Plan.* Motion by Charles Lange, seconded by Hubert Zuiderveen, to approve performance plan as presented. Motion Carried.

X. **Other Business:** Review and discussion of proposed 2020 Board of Health Meeting schedule. Correction to July meeting date, to be July 31. Consensus approval of meeting dates with correction.

XI. **Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, December 20, at 10:00 a.m. Members were reminded the meeting is scheduled on the third Wednesday of the month, and were encouraged to arrive early to welcome visiting State Legislators.

XII. **Adjournment**

Jim Maike adjourned the meeting at 11:34 a.m.

Jim Maike, Chair

Date

Charles Lange, Secretary

Date