



BOARD OF HEALTH

Meeting Minutes

January 31, 2020

Materials Distributed at the meeting: Environmental Health Quality Assurance Report – corrected; Finance – Amended Budget; Family Health – Home Visiting Monthly Report; Shelby Adolescent Health Center – FY19 Report Card; Michigan Syndromic Surveillance Overdose Report: December 2019; Tobacco Twenty-One: CDC: 2019 Novel Coronavirus, Wuhan, China

I. **Call to Order:** Kevin Hughes, Health Officer, called the organizational meeting to order at 10:00 a.m. New employees present for part of their orientation were welcomed and introduced.

II. **Roll Call – Members Present:** Patty Cox, Betty Dermeyer, Bryan Kolk, Jim Maike, Dawn Martin, Martha Meyette, Judy Nichols, Tom O’Neil, Roger Ouwinga, Shelley Pinkelman, Denny Powers, Richard Schmidt, Ray Steinke, James Sweet, Hubert Zuiderveen

Members Excused: Ron Bacon, Charles, Lange, Phil Lewis, Gary Taylor

Staff Present: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Lisa Morrill, Dr. Jennifer Morse, Tom Reichard, Christy Rivette, Anne Young

New Employees: Rob Crane, Jazmin Goerbig, Cindy Hutchins, Becky Kolenda, Carrie Muse-Mead, Carley Piotrowski, Tara Treesh, Brittney Wright

Guests: Hailey Geeseman, Baker College Student; Brandie Saiz, Baker Nursing Student

III. **Approval of the Agenda:** Motion by Ray Steinke, seconded by Bryan Kolk. Motion carried.

IV. **Election of Chair:** Nomination by Ray Steinke, second by Judy Nichols, of Jim Maike for Chair. Motion by Hubert Zuiderveen, seconded by Patty Cox, to close nominations and elect Jim Maike. Motion carried.

V. **Election of Vice Chair and Secretary:** Motion by Ray Steinke, seconded by Tom O’Neil, to nominate Richard Schmidt as Vice Chair. Motion by Ray Steinke, seconded by Patty Cox, to close nominations and elect Richard Schmidt as Vice Chair. Motion carried.

Motion by Richard Schmidt, seconded by Roger Ouwinga, to elect Charles Lange as Secretary. Motion by Bryan Kolk, seconded by Ray Steinke, to close nominations and elect Charles Lange as Secretary. Motion carried.

VI. **Approval of the Meeting Minutes:** Motion by Betty Dermeyer, seconded by Patty Cox, to approve minutes of the December 20, 2019, meeting. Motion carried.

VII. **Appointments – Standing Committees:** Hughes explained the Bylaws and the makeup of the Personnel and Finance Committees. Chair Maike invited members to confer to determine county representation on each committee. Committee memberships established as follows:

PERSONNEL

Patty Cox	Martha Meyette
Betty Dermeyer	Tom O’Neil
Pauline Jaquish	Shelley Pinkelman
Charles Lange	Gary Taylor
Jim Maike	Hubert Zuiderveen

FINANCE

Ron Bacon	Denny Powers
Bryan Kolk	Roger Ouwinga
Phil Lewis	Richard Schmidt
Dawn Martin	Ray Steinke
Judy Nichols	James Sweet

VIII. **Call Committee Conferences:** Chair Maike directed members to conference in committees to select a Chair and Vice Chair for the Finance and Personnel committees.

IX. **Reconvene:** Chair Maike reconvened full meeting and received reports of committee officer elections and appointed members to other standing committees as follows:

- A. Personnel: Hubert Zuiderveen, Chair; Shelley Pinkelman, Vice Chair
- B. Finance: Ray Steinke, Chair; Judy Nichols, Vice Chair
- C. Executive: Jim Maike, Richard Schmidt, Charles Lange, Hubert Zuiderveen, Ray Steinke
- D. Bylaws: Patty Cox, Betty Dermeyer, Richard Schmidt, Ray Steinke
- F. Legislative: Shelley Pinkelman, Chair; Martha Meyette
- G. MALPH: Kevin Hughes, representative; Jim Maike, alternate
- H. Tencon Board: Pauline Jaquish, Kevin Hughes, Roger Ouwinga, Shelley Pinkelman, Ray Steinke

X. **Public Comment:** None.

XI. **Committee Reports**

- A. Executive Committee: No report.
- B. Finance Committee: Did not meet. Christine Lopez summarized the December 31, 2019, finance report. The balance sheet showed total assets at \$10 million. Revenues for the month totaled \$2.1 million, and expenses were \$1.9 million, resulting in an increase in fund balance.
 - 1. *Approve Accounts Payable and Payroll:* motion by Ray Steinke, seconded by Betty Dermeyer, to approve December accounts payable and payroll total of \$1,632,146.53.

Roll Call Vote:

Patty Cox	Yes	Martha Meyette	Yes	Denny Powers	Yes
Betty Dermeyer	Yes	Judy Nichols	Yes	Richard Schmidt	Yes
Pauline Jaquish	Yes	Tom O'Neil	Yes	Ray Steinke	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Jim Maike	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	Yes
Dawn Martin	Yes				

Motion carried.

Lopez next reviewed the 1st Amended Budget for FY2020 distributed at the meeting. The amended budget included additional State funding for essential services. Lopez reviewed other adjustments made to reflect changes in funding or staffing. The amended budget projects a year-end fund balance reduction of -\$85 thousand which is significantly less than the previous projection of -\$301 thousand.

- 2. *Approve Amended Budget.* Motion by Ray Steinke, seconded by Hubert Zuiderveen, to approve the amended budget.

Roll Call Vote:

Patty Cox	Yes	Martha Meyette	Yes	Denny Powers	Yes
Betty Dermeyer	Yes	Judy Nichols	Yes	Richard Schmidt	Yes
Pauline Jaquish	Yes	Tom O'Neil	Yes	Ray Steinke	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	James Sweet	Yes
Jim Maike	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	Yes
Dawn Martin	Yes				

Motion carried.

- C. Personnel Committee: Did not meet. Kevin Hughes reported a meeting was held with HUB to discuss concerns encountered during the Open Enrollment period. A staff training on Workforce Violence Prevention will be held on May 15.

- D. Legislative Committee: Kevin Hughes reviewed pending State legislation that would require local health departments to coordinate eye exams for select students. Hughes also noted the annual MALPH Day at the Capital will be April 15. Members were encouraged to participate.

XII. Program Presentation: *Working Together to Move Forward - 2019 Year in Review*

Kevin Hughes presented an overview of agency accomplishments during 2019. Agency leadership members present highlighted the activities and results of their respective divisions during the year.

XIII. Program Reports

- A. Environmental Health: Monthly activities report included with meeting materials. Tom Reichard distributed the Quality Assurance Report for the first quarter, October through December 2019. He said an internal group was convened to respond to concerns with the Sanitary Code revealed during the recent public hearings. He said the intent of the workgroup was to consider changes to the Code that could address the issues and concerns.

- B. Family Health - Clinical: Monthly report included with meeting materials. Lisa Morrill reported that due to recent grant funding, the number of men receiving services almost doubled. She noted the percent of coverage for flu vaccinations was at a good level, and said it was important to continue to encourage flu vaccines.

Family Health – Home Visiting: Monthly report distributed at the meeting. Anne Young reported on an initiative to encourage vocabulary development in young children. In collaboration with local Intermediate School Districts, a new curriculum, “Talking is Teaching,” is being shared with families during home or office visits.

Family Health – WIC: Anne Bianchi reported the WIC program is evaluated every two years by the State. DHD#10’s program is scheduled for review in April.

- C. Community Health: Monthly report included with meeting materials. Christy Rivette highlighted division activities and results during December. She reported staff members have been providing technical assistance to worksites to establish employee wellness programs. Two of the worksites supported by DHD#10 were recognized by the State.

XIV. Administrative Reports

- A. Medical Director: Monthly report submitted with meeting materials. Dr. Jennifer Morse provided an update on current influenza statistics, and the influenza vaccine.

Dr. Morse’s healthy living recommendations were (1) Prevent flu through vaccination and following ways to avoid the spread and stay healthy; and (2) Everyone six months and older should be vaccinated.

- 3. *Approve Healthy Living Recommendations* – motion by Betty Dermeyer, seconded by Hubert Zuiderveen. Motion carried.

Dr. Morse also discussed the recent outbreak of the Novel Coronavirus and provided updates on the number of cases and deaths attributed to the virus.

- B. Deputy Health Officer: Monthly report included with meeting materials. Kevin Hughes noted the report included a dashboard of the Final Progress Report for the 2019 Strategic Plan.
- C. Health Officer: Monthly report submitted with meeting materials. Kevin Hughes summarized recent PFAS activities. He also said he recently learned draft legislation to establish a Statewide Sanitary Code was circulating in the legislature and MALPH was following up to ensure local public health would be represented in any discussions.

Hughes next requested the Board approve a letter of support for a grant application to expand behavioral health services for adolescents in Mason County.

4. *Approve Letter of Support for Grant Application.* Motion by Shelley Pinkelman, seconded by Betty Dermeyer, to authorize signature of Chair to letter of support for grant application to MDHHS E3 Program to expand adolescent mental health services in Mason County. *Motion Carried.*

XV. Other

A letter sent to all Board members to inform them of recent occurrences of “spoofing” of agency phone numbers was discussed. Questions were asked and answered.

XVI. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, February 28, at 10:00 a.m.

XVII. Adjournment

Jim Maike, Chair, adjourned the meeting at 11:53 a.m.

Jim Maike, Chair _____ *Date*

Charles Lange, Secretary _____ *Date*