



**BOARD OF HEALTH**

**Meeting Minutes**

*March 27, 2020*

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 10:01 a.m.
- II. **Roll Call**  
**Members Present – In Person:** Charles Lange, Jim Maike, Richard Schmidt, Ray Steinke, Hubert Zuiderveen  
**Members Present – Via Teleconference:** Ron Bacon, Betty Dermeyer, Pauline Jaquish, Bryan Kolk, Dawn Martin, Martha Meyette, Denny Powers, Gary Taylor  
**Members Excused:** Patty Cox, Roger Ouwinga  
**Members Absent:** Phil Lewis, Judy Nichols, Tom O’Neil, Shelley Pinkelman, James Sweet  
**Staff Present:** Jane Drake (teleconference), Kevin Hughes, Christine Lopez, Dr. Jennifer Morse (teleconference)  
**Guests:** Vicki Crouch, auditor (teleconference)
- 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 Charles Lange, seconded by Ron Bacon, to approve minutes of the February 28, 2020, meeting. *Motion carried.*
- V. **Public Comment:** None
- VI. **Reports/Information**
  - A. Financial Audit Report: Vicki Crouch, CPA, with Clark-Schaefer-Hackett, presented the 2019 Financial Statements and Auditor’s Report. She said the auditor’s opinion letter was “unqualified.” Crouch also noted the financial statements showed the agency’s positive working capital at \$7.1 million. She said there were no significant audit findings and no problems during the audit.
    - 1. *Accept 2019 Audit Report.* Motion by Richard Schmidt, seconded by Hubert Zuiderveen, to accept the auditor’s report as presented. *Motion carried.*
  - B. February Month-End Financial Report: Christine Lopez, Administrative Services Director, presented the financial report for the month ended February 29. Revenues for the month exceeded expenses by \$213 thousand.
    - 2. *Approve Accounts Payable and Payroll.* Motion by Charles Lange, seconded by Richard Schmidt, to approve the February accounts payable and payroll total of \$1,432,814.72.

Roll Call Vote

Ron Bacon	Yes	Jim Maike	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Ray Steinke	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes	Gary Taylor	Yes
Bryan Kolk	Yes	Denny Powers	Yes	Hubert Zuiderveen	Yes
Charles Lange	Yes				

*Motion Carried.*

- C. Pension Report: Christine Lopez explained the agency was required to submit to the State the Pension Report included in the meeting materials. She said current pension funding levels were below the State’s

minimum of 60%. The Board will be required at a later date to approve a corrective action plan to increase the funding level.

- D. MALPH Day at the Capital – April 15: Kevin Hughes announced the event was cancelled.
- E. Coronavirus/COVID-19 Update: Dr. Jennifer Morse, provided updates and information about the current number of cases and deaths resulting from the pandemic in Michigan and the DHD#10 jurisdiction. At the time of her report, 11 cases and 1 death related to COVID-19 were reported in 8 of 10 DHD#10 counties.

Kevin Hughes reported he met with the Executive Committee on March 13 to discuss the plan the agency would follow in response to the then Coronavirus outbreak and now pandemic. He said the agency was currently at Mission Critical Level 5 and explained that all offices were closed to the public and most staff are working at home.

In response to a question, he indicated he would follow up with the agency’s Incident Command Structure to look at options for relaying information about current cases to the county emergency managers in the agency’s jurisdiction.

- VII. **Other Business:** Jim Maike said it was important in these trying times to go slow, and not jump forward and make mistakes. He encouraged everyone to stay safe.

VIII. **Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, April 24. (The date shown on the agenda was incorrect.) Members were reminded the meeting will start 30 minutes earlier at 9:30 a.m.

IX. **Adjournment**

Jim Maike adjourned the meeting at 10:38 a.m.

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*Jim Maike, Chair*

*Date*

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*Charles Lange, Secretary*

*Date*