



BOARD OF HEALTH

Meeting Minutes

April 24, 2020

I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 9:30 a.m.

II. **Roll Call**

Members Present – In Person: Charles Lange, Jim Maike, Richard Schmidt, Ray Steinke

Members Present – Via Teleconference: Ron Bacon, Patty Cox, Betty Dermeyer, Pauline Jaquish, Bryan Kolk, Phil Lewis, Dawn Martin, Martha Meyeette, Judy Nichols, Roger Ouwinga, Shelley Pinkelman, Denny Powers, James Sweet, Gary Taylor, Hubert Zuiderveen

Members Excused: Tom O’Neil

Staff – In-Person: Kevin Hughes

Staff – Telconference: Jane Drake, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak

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 Ray Steinke, to approve minutes of the March 27, 2020, meeting. *Motion carried.*

V. **Public Comment:** None

VI. **Action Items**

A. **March Month-End Financial Report:** Christine Lopez, Administrative Services Director, presented the financial report for the month ended March 31. The balance sheet showed an increase in fund balance of almost \$540 thousand. Lopez noted billing and other revenue was down as the agency was not providing all clinics and services. She said revenues were being monitored and a revised budget to reflect the changes was being prepared for later Board approval. She also reported expenses including wages and fringes were “on target.” She reviewed the cash flow analysis and said, “Cash is holding fairly steady.”

1. *Approve Accounts Payable and Payroll.* Motion by Richard Schmidt, seconded by Judy Nichols, to approve the March accounts payable and payroll total of \$1,270,419.40.

Roll Call Vote

Ron Bacon	Yes	Jim Maike	Yes	Denny Powers	Yes
Patty Cox	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Martha Meyeette	Yes	Ray Steinke	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	James Sweet	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	Gary Taylor	Yes
Charles Lange	Yes	Shelley Pinkelman	Yes	Hubert Zuiderveen	Yes
Phil Lewis	(NP)				

Motion Carried.

B. Kevin Hughes, Health Officer, explained the agency typically grants a one-month grace period to restaurants purchasing licenses late. Current restaurant licenses will expire April 30. As restaurants are

currently not able to operate under the Governor's order, DHD#10 has been advising them late fees will be waived for any licenses purchased after May 31. Hughes requested approval of the Board to continue this process so businesses may operate if allowed to open after May 1.

2. *Approve Waiving Restaurant License Late Fees.* Motion by Patty Cox, seconded by Ron Bacon, to approve late fee waiver for licenses purchased after May 31. Motion carried.

C. Sarah Oleniczak, Deputy Health Officer, provided background and requested Board approval for a grant request to the Manistee Area Community Foundation. She said the grant request was for \$5,000 and would support substance abuse prevention by providing lockboxes to secure medications. She said the agency would be partnering with other local organizations to distribute the lockboxes.

3. *Approve Manistee County Community Foundation Grant Request.* Motion by Shelley Pinkelman, seconded by Patty Cox, to approve \$5,000 grant request. Motion carried.

VII. Reports/Information

A. Agency Operations: Kevin Hughes reported that while the agency offices were closed to the public, staff were still serving clients with appointments and providing essential services. He said a good portion of the staff was working from home or working remotely. He said WIC staff were continuing to work with clients via phone, and home visiting staff were conducting virtual visits. The Environmental Health department is continuing water lab and well and septic permit work. Overall, in addition to keeping up with COVID-19, the agency continues to be busy with its regular activities.

Hughes reported 14 staff are on furlough status and 8 of these had volunteered to be furloughed. He said one other staff was on leave, and one was on a reduction in hours. Furloughed staff would continue to receive health insurance but were still responsible for co-pays and deductibles. Hughes said once the State government lifts restrictions on businesses and public activities the plan is to bring the employees off furlough. WIC and Immunizations staff are currently planning to resume scheduling appointments to start June 1.

Hughes also said he has received several inquiries from the media and local officials for information on contact tracing. He said public health routinely conducts contact tracing on any type of communicable disease. DHD#10 provides information and guidance to individuals who may be infected as well as to those who may have been exposed to disease.

B. Coronavirus/COVID-19 Update: Dr. Jennifer Morse, Medical Director, provided information and updates on topics she said she has received several questions. She explained various aspects and details related to testing for COVID-19, antibody testing, different virus strains, and the reporting of deaths related to Coronavirus. She also discussed long term care facilities and congregate settings and the high risks they present for the spread COVID-19. She said she and the staff were working with nursing homes and congregate settings on testing and quarantining to reduce the spread.

Regarding testing, Dr. Morse said there is an extreme shortage of testing supplies – particularly the swabs and reagents. Because of the shortages, hospitals and laboratories are only able to test those severely ill with the disease and not healthcare workers or those who may be asymptomatic. She said the shortages need to be rectified.

Kevin Hughes said from a public health standpoint many questions will have to be answered before all work can resume at a normal capacity. Questions include how will workplaces screen for illness, and what will be the thresholds for guidance on when to close schools or daycare? He said it will be better to reopen the economy gradually and not all at once.

Hughes explained the agency releases a report on Coronavirus statistics each afternoon through an e-newsletter. He also reported there were 127 confirmed cases in the DHD#10 jurisdiction at the time of the meeting. There are two communities with recent spikes in the number of cases: Crawford with an outbreak in a nursing home, and Missaukee with several cases at agricultural sites. He said agency staff

were working will the affected locations to get the spread under control and to keep persons exposed isolated and at home.

Dr. Morse committed to collect information on blood donations and arrange to have it forwarded to the members. She also responded to a question about reporting disease “hot spots.” She explained the need to preserve privacy, and that the number of reported cases was just a small fraction of overall positive cases. She said reporting cases by location would create a “false sense of security,” and it was important to assume that the disease is present everywhere and not just in confined areas.

VIII. **Other Business:** Board members expressed appreciation for the hard work and professionalism of the DHD#10 staff.

IX. **Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, May 29.

X. **Adjournment**

Jim Maike adjourned the meeting at 10:29 a.m.

Jim Maike, Chair

Date

Charles Lange, Secretary

Date