



**BOARD OF HEALTH**

**Meeting Minutes**

*June 26, 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:** Bryan Kolk, Charles Lange, Jim Maike, Judy Nichols, Tom O’Neil, Roger Ouwinga, Shelley Pinkelman, Richard Schmidt, Ray Steinke, Gary Taylor, Hubert Zuiderveen  
**Members Present – Via Teleconference:** Ron Bacon, Patty Cox, Betty Dermeyer, Pauline Jaquish, Phil Lewis, Shelley Pinkelman, Denny Powers,  
**Members Excused:** Martha Meyette, James Sweet  
**Members Absent:** Dawn Martin  
**Staff – In-Person:** Kevin Hughes  
**Staff – Telconference:** Jane Drake, Christine Lopez, Dr. Jennifer Morse
- III. **Approval of the Agenda:** Motion by Charles Lange, seconded by Judy Nichols, to approve the meeting agenda. *Motion carried.*
- IV. **Approval of the Meeting Minutes:** Motion by Bryan Kolk, seconded by Hubert Zuiderveen, to approve minutes of the May 29, 2020, meeting. *Motion carried.*
- V. **Public Comment:** None
- VI. **Action Items**  
 A. Amended Budget. Christine Lopez, Administrative Services Director, reviewed changes to the current budget to reflect additional funding received through State and Federal grants and programs, as well as decreased revenues due to reductions in services resulting from the COVID-19 outbreak. She also explained some expense categories were decreased. Lower labor costs were due to several vacant positions, and with more staff working remotely travel expenses were reduced. The overall impact in the amended budget is a decrease of \$98 thousand in the year-end fund balance. Under the current budget, the decrease in fund balance was expected to be \$85 thousand. Lopez said another amended budget will be presented to the Board in September.

- 1. *Approve Amended Budget:* Motion by Richard Schmidt, seconded by Ra Steinke to approved the amended budget as presented.

Roll Call Vote

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

Motion Carried.

Chair Jim Maike requested votes on other agenda action items be done via voice consent to avoid technical difficulties in conducting roll calls. No objections.

- B. May Month-End Financial Report. Christine Lopez, reviewed the financial report for the month ended May 31. Total revenues were \$1.7 million, with expenses of \$1.5 million. Beginning cash balance for June was almost \$6 million. Projections show cash balances will decline over the next few months to a low of \$3.5 million at the end of November.
2. *Approve Accounts Payable and Payroll.* Motion by Richard Schmidt, seconded by Roger Ouwinga, to approve the May accounts payable and payroll total of \$1,317,367.08.  
Voice Vote. All in favor, none opposed. Motion Carried.
- C. MERS Waiver Application. Christine Lopez explained the last audit report showed the funding level for the MERS defined benefit retirement program fell below the State-required minimum level of 60%. As a result, the agency is required to submit a waiver application. She requested approval of the application, a copy of which was included in the meeting materials; and authorization to sign by the Board Chair.
3. *Approve State Application – MERS Waiver.* Motion by Hubert Zuiderveen, seconded by Bryan Kolk, to approve the State waiver application, and authorize signature by Jim Maike, Chair.  
Voice Vote. All in favor, none opposed. Motion Carried.
- D. Flu Vaccine Fee. Christine Lopez reviewed the recommendation for flu vaccine fees. The recommendation was presented as information only and will be taken up as an action item at the July meeting.

## VII. Reports/Information

- A. Agency Operations. Kevin Hughes reported all employees furloughed had been called back. Three of those furloughed opted not to return, and one retired. Hughes discussed recent COVID testing clinics conducted by the National Guard with the support of DHD#10 staff in Newaygo and Manistee counties. More free testing clinics are scheduled for Wexford, Mecosta and Mason counties. Hughes said the clinics have been well received.
- Hughes also discussed spikes in the number of COVID cases in Newaygo and Oceana counties. He and Dr. Jennifer Morse discussed case numbers and likely sources of various outbreaks in the two counties.
- B. Coronavirus/COVID-19. Dr. Jennifer Morse, Medical Director, discussed her report included in the meeting materials, “Testing for COVID-19.” She reviewed the two types of tests for COVID-19: diagnostic to detect the presence of virus; and tests to determine the presence of antibodies which indicate past infection.
- Dr. Morse recommended (1) To have a strategic approach to testing to ensure the right people are getting the right test so the right action can be taken; (2) Have unified guidelines and messaging about testing for COVID-19; and (3) Identify supply chain issues for testing supplies and develop specific plans to address them.
4. *Approve Medical Director Recommendations.* Motion by Ray Steinke, seconded by Richard Schmidt.  
Motion Carried.

## VIII. Other Business

Members discussed various topics such as suggested locations for a testing site in Kalkaska county; and beach monitoring and swimmers itch. A suggestion was made for the health department to issue a statement to share with the county administrations to encourage the wearing of masks.

## IX. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, July 31, 2020, at 9:30 a.m.

## X. Adjournment

Jim Maike adjourned the meeting at 10:33 a.m.

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Jim Maike, Chair

Date

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Charles Lange, Secretary

Date