



BOARD OF HEALTH

Meeting Minutes

September 25, 2020

Meeting Location: Evergreen Resort, 7880 Mackinaw Trail, Cadillac.
Public access provided through online remote meeting platform.

Handout: FY20 Final Amended Budget; Medical Director report – Eastern Equine Encephalitis (EEE)

- I. **Call to Order:** Jim Maike, Chair, called the meeting to order at 9:30 a.m.
- II. **Roll Call**
Members Present – In Person: Ron Bacon, Patty Cox, Betty Dermeyer, Pauline Jaquish, Bryan Kolk, Jim Maike, Martha Meyette, Judy Nichols, Tom O’Neil, Roger Ouwinga, Shelley Pinkelman, Denny Powers, Ray Steinke, James Sweet, Gary Taylor, Hubert Zuiderveen
Members Present – Via Teleconference: Dawn Martin, Richard Schmidt
Members Excused: Charles Lange
Members Absent: Phil Lewis
Staff – In-Person: Anne Bianchi, Jane Drake, Kevin Hughes, Christine Lopez, Sarah Oleniczak
Public – Teleconference: Lisa Sagala, Manistee County Controller/Administrator
- 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 Ron Bacon, seconded by Roger Ouwinga, to approve minutes of the August 28, 2020, meeting. *Motion carried.*
- V. **Public Comment:** None
- VI. **Action Items**
 - A. Executive Committee. Did not meet. No report.
 - B. Finance Committee. Ray Steinke, committee chair, reported the committee met on September 16. Christine Lopez, Administrative Services Director, reviewed the financial report for the month ended August 31. She reported the year-to-date fund balance showed a decrease of \$72,000. Total revenues for the month were \$1.6 million, with expenses at \$1.7 million.
 - 1. *Approve Accounts Payable and Payroll.* Motion by Ray Steinke, seconded by Judy Nichols, to approve the August accounts payable and payroll total of \$1,524,839.35.

Roll Call Vote

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

Motion Carried.

Copies of the FY20 Final Amended Budget were distributed at the meeting. Lopez highlighted the amended budget that was reviewed by the Finance Committee on September 16. Lopez explained the revised budget reflected adjustments to revenues and expenses due to closed grants, and reduced services due to the COVID-19 pandemic. Overall, she conservatively estimated total revenues for the year would be \$21.72 million or \$146,000 below budget. With lower staffing costs due to reduced services, and other adjustments, expenses are expected to total \$21.66 million by year end for an increase in fund balance of \$58,000.

2. *Approve FY20 Amended Budget.* Motion by Ray Steinke, seconded by Ron Bacon, to approve the FY20 Amended Budget as presented.

Roll Call Vote

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

Motion Carried.

Lopez next reviewed the proposed FY21 Budget distributed with the meeting materials. The proposed budget includes the following:

- \$2.0 million in payments for MERS and defined contribution retirement plans.
- Increase to total payroll of just under 1.0%.
- Additional COVID funding.
- Total revenues of \$21.5 million.
- Total expenses of \$21.6 million.

3. *Approve Proposed FY21 Budget.* Motion by Ray Steinke, seconded by Hubert Zuiderveen, to approve the proposed FY21 Budget as presented.

Roll Call Vote

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

Motion Carried.

- C. Personnel Committee. Kevin Hughes reported the Social Security Replacement Plan administration previously operated under Mass Mutual would be taken over by Empower Retirement. No issues were expected in the transition.

Hughes said a Personnel Committee would need to be scheduled in October to review employee benefit plans. He explained since the employee enrollment period would need to be scheduled in November, it would be necessary for the Board to forgo the one-month review period for benefits recommendations. He requested Board approval to review and approve employee benefits recommendations at the October meeting.

4. *Approve Bypass of One-Month Review Period for Employee Benefits Recommendations.* Motion by Hubert Zuiderveen, seconded by Patty Cox, to forgo the one-month review period, and move Personnel Committee recommendations for employee benefits to action items for the October meeting agenda.

- D. Richard Schmidt reported the Bylaws Committee met on September 11. Kevin Hughes said the committee reviewed the current Board Bylaws and Rules and considered some minor revisions. Hughes said the changes reviewed and recommended by the committee were forwarded to the agency attorney for review. He said the Bylaws and Rules should be final and ready for review and approval by the full Board at the October meeting.

VII. Reports/Information

- A. Medical Director. Written report distributed at meeting. Dr. Jennifer Morse discussed her report on Eastern Equine Encephalitis (EEE). She explained how the virus can be spread from birds to mosquitos and then to animals and humans. She noted cases of EEE were reported in 12 Michigan counties. She provided details about the mosquito control sprayings conducted by MDHHS during mid-September.

Her healthy living recommendations were (1) Continue to use mosquito control measures until two hard freezes occur and mosquitos are not present; (2) Be prepared for future emergency management of vector-borne disease outbreaks; and (3) Work with local, state and national partners to develop ongoing mosquito and vector-borne disease surveillance and control.

5. *Approve Healthy Living Recommendations.* Motion by Shelly Pinkelman, seconded by Patty Cox. Motion Carried.

- B. Deputy Health Officer. Sarah Oleniczak highlighted the monthly COVID-19 statistics included with the meeting materials. She reported there had been a decrease in cases during August. It is expected there will be an increase in cases for September due to outbreaks reported in schools.

Oleniczak said work has not been able to progress on meeting the PHAB national accreditation requirements due to the pandemic crisis. The agency has requested a one-year extension to complete the necessary documentation. By consensus, the full board expressed support for the extension request.

- C. Agency Operations. Kevin Hughes, Health Officer, said agency staff continue to work with the schools on managing their responses to COVID-19 and the safety of students and staff. He said Dr. Jennifer Morse, Medical Director, has been instrumental this effort. Hughes reported outbreaks occurred in Newaygo Public Schools, Grant Public Schools, and on the campuses of Baker College and Ferris State University.

Hughes also reported there have been challenges with the public's response to steps to prevent the spread of COVID-19. He said statewide there has been "pushback" against recommended quarantine and isolation measures. He said nursing staff have been subject to verbal abuse. Some nurses have left the agency because of the added strain. Hughes explained the agency has reached out to the State for assistance in contact tracing and case investigation to reduce the workload pressures on staff.

Hughes announced the lawsuit involving the owner of an illegal campground in Kalkaska County had been dismissed.

VIII. Other Business

IX. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, October 30, 2020, at 9:30 a.m. Members were reminded the date is on the fifth Friday of the month.

X. Adjournment

Jim Maike adjourned the meeting at 10:43 a.m.

Jim Maike, Chair

Date

Charles Lange, Secretary

Date