



BOARD OF HEALTH

Meeting Minutes

December 18, 2020

Call to Order: Jim Maike, Chair, called the meeting to order at 10:00 a.m.

I. **Roll Call**

Members Present – In Person: Ron Bacon, Charles Lange, Jim Maike, Tom O’Neil, Richard Schmidt, Ray Steinke, Hubert Zuiderveen

Members Present – Via Teleconference: Patty Cox, Betty Dermeyer, Pauline Jaquish, Bryan Kolk, Martha Meyette, Judy Nichols, Roger Ouwinga, Shelley Pinkelman, Denny Powers, Gary Taylor

Members Excused: James Sweet

Members Absent: Phil Lewis, Dawn Martin

Staff – In-Person: Kevin Hughes

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

II. **Approval of the Agenda.** Motion by Ray Steinke, seconded by Hubert Zuiderveen, to approve the meeting agenda with the following additions: Executive Committee – November 22, 2019 Closed Session minutes; 2021 Board Organization. *Motion carried.*

III. **Approval of the Meeting Minutes.** Motion by Charles Lange, seconded by Ray Steinke, to approve minutes of the November 20, 2020, meeting. *Motion carried.*

IV. **Public Comment:** None

V. **Committee Reports**

A. Executive Committee. Committee met December 11, 2020. Chair Jim Maike requested Board acknowledgement and appreciation for the service provided by outgoing members Patty Cox, Charles Lange and Denny Powers.

Maike said Kevin Hughes, Health Officer, opted not to have a closed session to review his performance plan. A copy of the minutes of the last closed session of the Board held during the November 22, 2019, meeting, was distributed to members attending in-person. Maike provided a brief summary and said the Executive Committee reviewed the minutes and requested approval.

1. *Approve Closed Session Meeting Minutes.* Motion by Richard Schmidt, seconded by Ray Steinke, to approve the minutes of the November 22, 2019, closed session. *Motion carried.*

Maike next reported the Executive Committee reviewed the feedback received from Board members, and the results achieved on Kevin Hughes’ 2020 performance plan at the December 11 meeting. A draft of the recommended performance review form was included with the meeting materials. The review was “very positive,” Maike said, and the Executive Committee requested full Board approval.

2. *Approve Health Officer 2020 Performance Review.* Motion by Ray Steinke, seconded by Hubert Zuiderveen, to approve performance review as recommended by the Executive Committee. *Motion carried.*

Maike said per the Health Officer Employment Agreement, the Board could approve a salary adjustment. He said the Executive Committee recommended Hughes receive a 2% adjustment as was done for the agency employees. The new salary would be effective January 2021.

3. *Approve Health Officer 2021 Salary.* Motion by Richard Schmidt, seconded by Ray Steinke, to approve a salary adjustment for the Health Officer to bring the annual salary to \$103,483.

Roll Call Vote

Ron Bacon	Yes	Jim Maike	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	Gary Taylor	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Charles Lange	Yes	Shelly Pinkelman	Yes		

Motion carried.

Maike next explained the Executive Committee discussed the difficulty of conducting the scheduled Board organization meeting in January without the Board members being able caucus in person. He said the Executive Committee recommended the current Board officers and committee assignments remain until such time as the full Board could meet in person. Hughes explained a two-thirds vote is required to permit altering or suspending the Bylaws.

4. *Approve Continuation of Appointments to Board Offices and Committees.* Motion by Ray Steinke, seconded by Richard Schmidt, to suspend the Board Bylaws with respect to Board organization, and delay officer nominations and committee assignment changes until such time as the full Board can meet in person.

Roll Call Vote

Ron Bacon	Yes	Jim Maike	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	Gary Taylor	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Charles Lange	Yes	Shelly Pinkelman	Yes		

Motion carried.

Hughes said there had been a question at the October 2020 meeting when the revised Board Rules were approved. He said the rules allow for members to participate in meetings using teleconferencing for up to four times per year. He said with the current public health rules limiting in-person meetings, most members could exceed the limit for in the coming year. Following discussion, it was determined that the teleconferencing limit was only effective as of the date of approval, so no members would be in immediate violation.

5. *Approve Suspending Board Rule to Allow Members to Participate in Meetings via Teleconferencing.* Motion by Ray Steinke, seconded by Hubert Zuiderveen, to suspend the Board Rule to limit participation in Board meetings via teleconferencing to no more than four times per year. Motion Carried.

Maike suggested the Board revisit the suspension in six months to decide if it should be continued.

- B. Finance Committee. Did not meet. Christine Lopez, Administrative Services Director, explained the October report was included with the meeting materials and the November and December reports would be reviewed at the January meeting. The balance sheet for October showed a total fund balance of \$11.6 million. Total revenues for the month were just over \$1.7 million, with expenses at \$1.5 million. The October accounts payable and payroll were approved at the November meeting. Lopez reviewed the combined accounts payable and payroll for November and December and requested approval.
6. *Approve Accounts Payable and Payroll.* Motion by Richard Schmidt, seconded by Ray Steinke, to approve the November and December accounts payable and payroll total of \$703,432.63.

Roll Call Vote

Ron Bacon		Jim Maike	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	Gary Taylor	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Charles Lange	Yes	Shelly Pinkelman	Yes		

Motion carried.

- C. Personnel Committee: Kevin Hughes reminded the members proposed changes to the Employee Handbook were included with the November meeting materials for review. He requested the Board approve the minutes and authorize the Board Chair to sign the document certifying Board approval of the continuation of the agency personnel policies.
7. *Approve Employee Handbook Changes and Continuation of Personnel Policies.* Motion by Hubert Zuiderveen, seconded by Ray Steinke to approve the Employee Handbook changes and authorize continuation of the personnel policies. Motion carried.
- Next, Hughes noted the list of employees who received recognition for achieving longevity milestones. He said those staff were acknowledged during a virtual staff meeting in December.
- Hughes said he had discussions with the Social Security Replacement Plan administrator, Empower Retirement, about adjusting the plan from a fiscal to a calendar year plan. He explained the purpose and intent and requested Board approval.
8. *Approve Move to Calendar Year for SSRP Plan Administration.* Motion by Ray Steinke, seconded by Charles Lange to change the plan year from a fiscal- to a calendar year basis. Motion carried.
- D. Legislative Committee. Kevin Hughes said the plan to invite legislators to a Board meeting would be pushed back until spring of 2021 or until it is possible to have a face-to-face meeting. He also summarized pending State House legislation that could impact the authority and flexibility of State and local public health in responding to emergencies and instituting and modifying rules.

VI. Administrative Reports

- A. Medical Director. Dr. Jennifer Morse shared statistics from a study on the projected impact of distribution of COVID vaccines. She said it was a hopeful report in that the modeling showed hospitalizations due to the disease would be reduced by 85% and deaths by 88% if 40% of the population is vaccinated.
- She stressed until higher levels of vaccination are achieved, it is still important to follow all of the guidelines to prevent further community spread of COVID-19.
9. *Approve Healthy Living Recommendations.* Motion by Ray Steinke, seconded by Hubert Zuiderveen to approve recommendations to (1) Encourage vaccination against COVID-19; and (2) Continue following COVID-19 prevention measures. Motion carried.
- B. Deputy Health Officer. Sarah Oleniczak highlighted a program to distribute rapid antigen test kits to Adult Foster Care homes, schools, first responder agencies, and other community partners. Emails and letters were sent to over 100 homes and all county emergency services managers. Hughes asked members to follow up with their county emergency services managers to encourage their cooperation in supporting distribution of the kits.
- Oleniczak also reported drive through flu vaccination clinics were organized by Adolescent Health Care staff through a grant initiative. The clinics were held in six communities during November, resulting in 640 people receiving flu shots. She said schools have also been working with DHD#10 to schedule in-house clinics for teachers, staff and families.
- C. Health Officer. Kevin Hughes explained as discussed at the November meeting, unexpended grant funds were available and could be used for the purchase of a mobile clinic unit. He said requests for proposals

were sent out, and three bids that met the specifications were considered. The cost of the unit would be covered by the available funds, and Tencon funding would be used for ongoing service and maintenance costs. Jim Maike said the Executive Committee reviewed the bids, and recommended approval of the purchase recommended by staff.

10. *Approve Purchase of Mobile Clinic Unit Vehicle.* Motion by Ray Steinke, seconded by Tom O’Neil to approve bid and purchase of vehicle at cost not to exceed \$200,000.00.

Roll Call Vote

Ron Bacon		Jim Maike	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	Gary Taylor	Yes
Bryan Kolk	Yes	Roger Ouwinga	Yes	Hubert Zuiderveen	Yes
Charles Lange	Yes	Shelly Pinkelman	Yes		

Motion carried.

A pilot program in Lake, Mason and Wexford counties to “take back” used syringes and ensure safe disposal began operating in mid-November, Hughes reported. He said the program has been successful and will be expanded to Mecosta and Crawford counties in February.

Hughes provided an update on COVID vaccine availability and plans to administer the vaccine to the priority groups established by the state. He noted vaccines clinics were scheduled in DHD#10 offices through January and prospects and plans for larger mass vaccination clinics are being actively explored.

Hughes said he and two members of the Environmental Health division were called to testify in an administrative hearing on alleged violations of the public health code by a restaurant located in Newaygo.

VII. Other Business

Jim Maike voiced appreciation for the outgoing members Patty Cox, Charles Lange and Denny Powers. Each expressed gratitude for the opportunity to serve on the Board of Health and offered well wishes.

Maike noted with the departure of Charles Lange the Board officer position of Secretary would need to be filled. He recommended the appointment of Judy Nichols as Secretary.

11. *Approve Board Secretary Appointment.* Motion by Charles Lange, seconded by Hubert Zuiderveen, to appoint Judy Nichols as Secretary. Motion carried.

VIII. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, January 29, at 10:00 a.m.

IX. Adjournment

Jim Maike adjourned the meeting at 11:20 a.m.

Jim Maike, Chair Date

Judy Nichols, Secretary Date