



**BOARD OF HEALTH**

**Meeting Minutes**

*July 31, 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, Tom O’Neil, Roger Ouwinga, Richard Schmidt, Ray Steinke, Hubert Zuiderveen  
**Members Present – Via Teleconference:** Ron Bacon, Patty Cox, Betty Dermyer, Pauline Jaquish, Dawn Martin, Judy Nichols, Denny Powers, Gary Taylor  
**Members Excused:** Shelley Pinkelman  
**Members Absent:** Phil Lewis, Martha Meyette, James Sweet  
**Staff – In-Person:** Kevin Hughes  
**Staff – Telconference:** Jane Drake, Christine Lopez, Dr. Jennifer Morse
- III. **Approval of the Agenda:** Motion by Bryan Kolk, seconded by Ray Steinke, 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 June 26, 2020, meeting. *Motion carried.*
- V. **Public Comment:** None
- VI. **Action Items**
  - A. Finance Committee. Christine Lopez, Administrative Services Director, reviewed the financial report for the month ended June 30. Total revenues were \$1.8 million, with expenses of \$1.6 million. Lopez noted clinics had been cut back due to the pandemic, resulting in reductions in insurance claims for services. There will be continued monitoring of developments and changes in the Medicaid reimbursement, billings, COVID-related expenses, and other factors affecting cash flow.
    - 1. *Approve Accounts Payable and Payroll.* Motion by Richard Schmidt, seconded by Roger Ouwinga, to approve the June accounts payable and payroll total of \$1,299,059.32.

Roll Call Vote

Ron Bacon	Yes	Jim Maike	Yes	Denny Powers	Yes
Patty Cox	Yes	Dawn Martin	Yes	Richard Schmidt	Yes
Betty Dermyer	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				

Motion Carried.

Christine Lopez informed the Board the final amended budget for Fiscal Year 2020 will be presented at the September meeting. She said a proposed budget for the upcoming fiscal year is normally presented in August to allow the Board a 30-day review. As the State did not complete its budget projections, the proposed budget will not be completed until September. Kevin Hughes said the State has allocated funding for essential services. More detailed funding information will be available after the next revenue conference

to be held in August. The Board was asked to approve a waiver of the 30-day review of the proposed budget, with budget presentation and approval to occur at the September meeting.

2. *Approve Waiving of 30-day Review Period for Proposed FY21 Budget.* Motion by Bryan Kolk, seconded by Patty Cox, to approve waiver as requested. Motion Carried.

Christine Lopez said a meeting of the Finance Committee would be scheduled prior to the full Board meeting in September to review the FY20 amended budget and the FY21 proposed budget.

Lopez next reminded the Board proposed flu vaccine fees were presented for review at the June meeting, and Board approval was requested.

3. *Approve Flu Vaccine Fees.* Motion by Charles Lange, seconded by Ray Steinke, to approve fees as proposed.

Roll Call Vote

Ron Bacon	Yes	Jim Maike	Yes	Denny Powers	Yes
Patty Cox	Yes	Dawn Martin	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				

Motion Carried.

- B. Personnel Committee. Kevin Hughes explained it was necessary to move the insurance renewal periods from December to January each year to eliminate the possibility employees would be subject to double deductibles. The current insurance carriers agreed to extend the next renewal period by one month with no increase in premiums. Hughes requested Board approval of the change in the benefit renewal period.

4. *Approve Changing Renewal Period for Insurances.* Motion by Hubert Zuiderveen, seconded by Bryan Kolk, to approve changing all insurance renewals to January 2021. Motion Carried.

**VII. Reports/Information**

- A. Deputy Health Officer. Progress reports for the first two quarters of the Strategic Plan was included in the written report. Members were encouraged to contact Sarah Oleniczak or Kevin Hughes if they had questions.

- B. Agency Operations. Kevin Hughes explained the Board approved using available Tencon funding to support the Blue Zones project. Due to COVID restrictions, the approved funding cannot be used as intended. The Fremont Area Community Foundation asked if the Tencon funding could instead be re-appropriated to support an oral health project. Hughes said he recommended the re-appropriation and requested approval.

5. *Approve Change to Tencon Funding Use.* Motion by Ray Steinke, seconded by Richard Schmidt, to re-appropriate \$3,400 of approved Tencon funding to support the oral health project. Motion Carried.

Hughes next discussed COVID-19 testing clinics and the number of tests completed in the DHD#10 jurisdiction and plans for future testing. He also provided brief updates:

- New PFAS sites in Manistee and the City of Ludington.
- Expected new State requirements for COVID testing of migrants.
- DHD#10 resources to provide assistance and direction on safe school openings.

In response to questions, Hughes said a summary report of testing numbers and results would be prepared for Board review.

- C. Coronavirus/COVID-19. Dr. Jennifer Morse, Medical Director, said she had been engaged in several meetings and discussions with schools and superintendents in answering questions about school re-openings. She also worked extensively on preparing a toolkit resource for parents. Recordings and materials used in presentations with the Superintendents and resource materials have been uploaded to the DHD#10 website.

Dr. Morse also commended the agency for its efforts in coordinating and operating the drive-through testing clinics at several locations. She said other local health departments had not done testing to the same degree as DHD#10.

**VIII. Other Business**

Chair Jim Maike asked members to share comments or questions by county. Questions were asked and answered. Kevin Hughes said the agency would release information on potential exposures if it was determined there could be a risk to public health. Dr. Jennifer Morse said she would share via email an online resource that provides updated graphs of new COVID cases.

**IX. Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, August 28, 2020, at 9:30 a.m.

**X. Adjournment**

Jim Maike adjourned the meeting at 10:25 a.m.

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*Jim Maike, Chair*

*Date*

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*Charles Lange, Secretary*

*Date*