



BOARD OF HEALTH

Meeting Minutes

October 30, 2020

Meeting Location: Evergreen Resort, 7880 Mackinaw Trail, Cadillac.
Public access provided through telephone conferencing.

Handout: FY20 Final Amended Budget; Proposed Board of Health Bylaws Changes; Proposed Board Rules Changes; Personnel Committee – Summary Recommendations; Medical Director report – COVID Complications

- 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, Bryan Kolk, Charles Lange, Jim Maike, Dawn Martin, Judy Nichols, Tom O’Neil, Richard Schmidt, Ray Steinke, James Sweet, Hubert Zuiderveen
 - Members Present – Via Teleconference:** Pauline Jaquish, Martha Meyette, Denny Powers
 - Alternate Present:** Star Hughston
 - Members Excused:** Roger Ouwinga, Shelly Pinkelman
 - Members Absent:** Phil Lewis, Gary Taylor
 - Staff – In-Person:** Jane Drake, Kevin Hughes, Michael Kramer, Christine Lopez, Dr. Jennifer Morse, Tom Reichard
 - Staff – Telconference:** Sarah Oleniczak
- 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 Judy Nichols, to approve minutes of the September 25, 2020, meeting. *Motion carried.*
- V. **Public Comment:** None
- VI. **Action Items**
 - A. Executive Committee. Did not meet. No report. Chair Jim Maike said the committee will need to meet in November to review the Health Officer performance plan.
 - B. Finance Committee. Did not meet. Christine Lopez, Administrative Services Director, reviewed the financial report for the month ended September 30. She said the report was a draft as additional adjustments may be made in the process of the year-end closing. Total revenues for the month were reported at \$2.3 million with expenses of \$2.1 million.
 1. *Approve Accounts Payable and Payroll.* Motion by Richard Schmidt, seconded by Ray Steinke, to approve the September accounts payable and payroll total of \$2,370,905.76.

Roll Call Vote

Ron Bacon	Yes	Charles Lange	Yes	Denny Powers	Yes
Patty Cox	Yes	Jim Maike	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Ray Steinke	Yes
Star Hughston	Yes	Martha Meyette	Yes	James Sweet	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	Hubert Zuiderveen	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes		

Motion Carried.

Copies of a revised FY20 Final Amended Budget were distributed at the meeting. Lopez explained the amended budget included a line item transfer from fringe expenses to wages. The adjustment reflected an additional day of August wages paid in September. Lopez requested approval of the line item transfer in the amount of \$35,000.

2. *Approve FY20 Amended Budget Line Item Transfer.* Motion by Richard Schmidt, seconded by Patty Cox, to approve the transfer of \$35,000.

Roll Call Vote

Ron Bacon	Yes	Charles Lange	Yes	Denny Powers	Yes
Patty Cox	Yes	Jim Maike	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Ray Steinke	Yes
Star Hughston	Yes	Martha Meyette	Yes	James Sweet	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	Hubert Zuiderveen	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes		

Motion Carried.

- C. Personnel Committee: Hubert Zuiderveen reported the committee met October 16, 2020. Minutes from the meeting were included in the meeting materials. Christine Lopez distributed copies of information related to the Personnel Committee recommendations for changes to employee health, dental, and vision insurance; flex card benefit; pay range adjustments; and December holiday schedule. Lopez and Hughes summarized the recommendations reviewed with the Personnel Committee and recommended for full Board approval. Hughes explained the renewal rates increased by 32% for the health insurance plans now in place. He said the recommendation is to offer one current and two new HSA plans, and one traditional plan.
 3. *Approve Health Insurance Benefits.* Motion by Hubert Zuiderveen, seconded by Ray Steinke, to approve the employee health insurance benefit program as recommended.

Roll Call Vote

Ron Bacon	Yes	Charles Lange	Yes	Denny Powers	Yes
Patty Cox	Yes	Jim Maike	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Ray Steinke	Yes
Star Hughston	Yes	Martha Meyette	Yes	James Sweet	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	Hubert Zuiderveen	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes		

Motion Carried.

Lopez said the proposed salary adjustment was not an across-the-board increase but rather targeted adjustments to higher steps in the pay ranges. The intent is to direct more of the budgeted increase dollars to employees with more longevity. She also requested the increases be effective for the January 15, 2021, pay date.

4. *Approve Salary Increase Proposal.* Motion by Hubert Zuiderveen, seconded by Ron Bacon, to approve the proposed salary increase plan as recommended, to be effective for the January 15 payroll date.

Roll Call Vote

Ron Bacon	Yes	Charles Lange	Yes	Denny Powers	Yes
Patty Cox	Yes	Jim Maike	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Ray Steinke	Yes
Star Hughston	Yes	Martha Meyette	Yes	James Sweet	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	Hubert Zuiderveen	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes		

Motion Carried.

Hughes said there were no changes to the costs or coverages in the dental and vision insurance plans, and the recommendation was to continue both employee benefits.

5. *Approve Dental and Vision Insurances.* Motion by Charles Lange, seconded by Hubert Zuiderveen, to continue dental and vision employee benefits.

Roll Call Vote

Ron Bacon	Yes	Charles Lange	Yes	Denny Powers	Yes
Patty Cox	Yes	Jim Maike	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Ray Steinke	Yes
Star Hughston	Yes	Martha Meyette	Yes	James Sweet	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	Hubert Zuiderveen	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes		

Motion Carried.

Next, Hughes explained it was recommended to continue the current Flex Card benefit which reimburses employees for approved healthcare expenses at up to \$500 per year for full-time employees, or \$250 for part-time. For employees with an HSA plan, the benefit can only be used for dental or vision expenses. Hughes said the recommendation included modifying the program rules so employees hired mid-year would only be eligible for a pro-rated benefit amount.

6. *Approve Flex Card Benefit.* Motion by Hubert Zuiderveen, seconded by Betty Dermeyer, to continue Flex Card benefit as recommended.

Roll Call Vote

Ron Bacon	Yes	Charles Lange	Yes	Denny Powers	Yes
Patty Cox	Yes	Jim Maike	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Ray Steinke	Yes
Star Hughston	Yes	Martha Meyette	No	James Sweet	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	Hubert Zuiderveen	Yes
Bryan Kolk	Yes	Tom O'Neil	Yes		

Motion Carried.

Hughes said he discussed with the Personnel Committee a proposal to close agency offices and provide additional paid time off for employees on December 28, 29 and 30. He said the time off would be in recognition of the hard work by the staff during the pandemic. The additional time off would not add significant costs to the budget and would be granted based on FTE status and work schedule. It would be a one-time benefit and would not be continued after this year. Staff would still be available for emergency

services during the extended holiday period. In response to a question, Hughes said staff required to work during the additional holidays could use the paid time off at a later date.

7. *Approve Additional Days Paid Time Off in December.* Motion by Hubert Zuiderveen, seconded by Judy Nichols to approve recommendation to grant up to three additional days of paid time off to staff during December. Motion Carried.

Included with the meeting materials were copies of Adoption Agreement Addendums for the three MERS retirement plans currently available to DHD#10 employees. Hughes explained the amendments were to ensure the administration of the plans on the local level were in line with the MERS plan documents.

8. *Approve Addendums to MERS Plans.* Motion by Charles Lange, seconded by Betty Dermeyer, to approve MERS Plan Adoption Agreement Addendums as presented, and authorize signing by the Chair. Motion Carried.

C. Bylaws Committee. Richard Schmidt reported the Bylaws Committee met on September 11 to consider and recommend changes to the Bylaws and Board rules. Kevin Hughes distributed copies of summary comparisons of the current language and proposed changes in each document. He said the agency attorney reviewed the proposed changes.

9. *Approve Proposed Bylaws Revisions.* Motion by Richard Schmidt, seconded by Patty Cox, to approve the Bylaws Changes as recommended by the Bylaws Committee. Motion carried.

There was discussion on the Board Rules changes concerning virtual meetings.

10. *Approved Proposed Board Rules Changes.* Motion by Richard Schmidt, seconded by Ron Bacon, to approve the Board Rules changes as recommended by the Bylaws Committee. Motion carried.

Hughes noted that the modifications to the State Meetings Act to allow virtual meetings in response to the pandemic would expire at the end of December. He said there may need to be additional changes to one section of the bylaws concerning virtual meetings if there are further modifications to open meetings requirements.

D. Legislative Committee. Kevin Hughes said in past years the Board has invited State legislators to attend the December meeting for a legislative update and forum. He said the same meeting room was reserved for the December meeting. He said the room could accommodate social distancing if the legislators were to attend under current group size guidelines. The consensus of the members was to invite the legislators to the December meeting if permitted under group meeting size guidelines.

Hughes also discussed pending State legislation. He said one of the proposed bills would place requirements on local health departments to collect and report data on various measures. He said the agency would not have the capacity to meet the proposed reporting requirements as staff is already overloaded with the demand for case investigation and contact tracing.

VII. Reports/Information

A. Medical Director. Written report distributed at meeting. Dr. Jennifer Morse discussed her report on “Complications of COVID-19.” She said even though the majority of persons with COVID-19 experience mild symptoms, there is growing evidence that a significant number of those who contract the disease suffer serious, long-term consequences. She suggested the idea of allowing the disease to spread throughout the population to achieve herd immunity was too risky in terms of both the hundreds of thousands of additional deaths that would occur, and the potential of millions of people who would be chronically disabled.

Her healthy living recommendations were (1) Continue to encourage and support COVID-19 prevention measures to prevent long-term complications and deaths; and (2) Support those with long-term illness after COVID-19.

11. *Approve Healthy Living Recommendations.* Motion by Dawn Martin, seconded by Ray Steinke. Motion Carried.

Dr. Morse said staff were being overwhelmed with calls from parents not happy when their children are prevented from attending school or participating in sports due to quarantine or isolation requirements. She said some of the calls have been “awful,” and staff have had to put up with verbal abuse. She asked the Board that if they are hearing complaints in the community to let the public know the staff was dealing as effectively and quickly as possible to protect everyone’s safety.

- B. Environmental Health. Tom Reichard explained that by law all food service licenses expire each year on April 30. At the start of the pandemic, the Governor issued an Executive Order to delay the expiration date to November 30. Reichard reported as of the meeting date, 69 facilities in the DHD#10 jurisdiction had not paid for new food service licenses. Overall, 92% of facilities did pay and were current. To encourage facilities to acquire current licenses, the agency proposed a one-time fee modification to \$115 for a license that would be effective November 30 through April 30. All facilities could renew their licenses for 2021 beginning January 1 at the regular fee of \$450 for year-round food service, or \$350 for seasonal.

12. Approve Food Service License Fee Modification. Motion by Richard Schmidt, seconded by Judy Nichols to approve the fee modification for facilities without current food service licenses.

Following discussion, Richard Schmidt moved to table the motion until the November meeting to allow staff to obtain more information on the number of facilities with unpaid license fees. *Motion to Table Carried.*

Reichard next introduced Michael Kramer, Environmental Health Manager.

- C. Deputy Health Officer. Sarah Oleniczak reported by teleconference that PHAB had moved the date for the agency to complete its documentation and application for national accreditation to from April to December 31. She said due to the workload resulting from the pandemic, the agency has requested pushing the deadline date back further. She is still waiting on word from PHAB.
- D. Health Officer. The 2020 Health Officer Performance Plan, and an updated performance dashboard, were included with the meeting materials. Kevin Hughes said the Board in previous years completed the review process during the November meeting, and new goals for 2021 would be presented at the December meeting. Jim Maike suggested scheduling an Executive Committee meeting prior to the November Board meeting, and members could complete the review form and send it to him via email.

VIII. **Other Business** None.

IX. **Next Meeting**

The next regular meeting of the Board of Health is scheduled for Friday, November 20, 2020, at 10:00 a.m. Members were advised to remember the meeting time during the winter months is moved back 30 minutes to 10:00 a.m., and the November and December meetings occur on the third Friday of each month.

X. **Adjournment**

Jim Maike adjourned the meeting at 11:09 a.m.

Jim Maike, Chair *Date*

Charles Lange, Secretary *Date*