



BOARD OF HEALTH

Meeting Minutes

January 29, 2021

Call to Order: Jim Maike, Chair, called the meeting to order at 10:00 a.m. Maike welcomed new members to the Board. He also explained as discussed at the December meeting the decision was made to forgo an organizational meeting. Current officers – with the exception of Board Secretary – will retain their positions until the Board decides otherwise or an organizational meeting can be held. Judy Nichols was nominated and appointed to the Secretary role at the December meeting.

I. Roll Call

Members Present – In Person: Jim Maike, Judy Nichols, Tom O’Neil, Richard Schmidt, Ray Steinke, Hubert Zuiderveen

Members – Online: Ron Bacon, Dave Comai, Betty Dermeyer, Paul Erickson, Pauline Jaquish, Bryan Kolk, Nick Krieger, Phil Lewis, Dawn Martin, Martha Meyeette, Roger Ouwinga, Shelley Pinkelman, Gary Taylor

Member Excused: James Sweet

Alternate – Online: Robert Baldwin

Staff – In-Person: Kevin Hughes

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

Alternate Guest: Wendy Nystrom

II. **Approval of the Agenda.** Motion by Ray Steinke, seconded by Judy Nichols, to approve the meeting agenda.. Motion carried.

III. **Approval of the Meeting Minutes.** Motion by Hubert Zuiderveen, seconded by Richard Schmidt, to approve the minutes of the December 18, 2020, meeting. Motion carried.

IV. **Public Comment:** None

V. Committee Reports

A. Executive Committee. No report

B. Finance Committee. Did not meet. Christine Lopez, Administrative Services Director, reviewed the financial report for December 2020. The balance sheet showed a total fund balance of \$11.8 million. Lopez said the balance sheet reflected an increase of almost \$222 thousand to the fund balance during the first quarter of the fiscal year. She said a large share of the increase resulted from additional vaccine administration fees billed for the COVID-19 vaccination clinics. Total revenues for the month were almost \$1.8 million, with expenses slightly higher and closer to \$1.8 million. The November accounts payable and payroll were approved at the December meeting. Lopez reviewed the accounts payable and payroll for December and requested approval.

1. *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 \$2,067,251.47.

Roll Call Vote

Ron Bacon	Yes	Nick Krieger	Yes	Roger Ouwinga	Yes
Robert Baldwin	Yes	Phil Lewis	Yes	Shelly Pinkelman	Yes
Dave Comai	Yes	Jim Maike	Yes	Richard Schmidt	Yes
Betty Dermeyer	Yes	Dawn Martin	Yes	Ray Steinke	Yes
Paul Erickson	Yes	Martha Meyette	Yes	Gary Taylor	Yes
Pauline Jaquish	Yes	Judy Nichols	Yes	Hubert Zuiderveen	Yes
Bryan Kolk	Yes	Tom O’Neil	Yes		

Motion carried.

Lopez noted the November report was included in the packet for information purposes. She said work was being done on an amended budget to bring forward to the Board at a later date.

- C. Personnel Committee: No report. Kevin Hughes advised the Board a Personnel Committee meeting will be scheduled in the next two months. He said several salaried staff were working long hours due to COVID-19 contact tracing, or in support of the vaccination clinics. These staff were accumulating compensatory time off in excess of the current cap. He said he would prepare a recommendation for the committee to consider in addressing the issue.
- D. Legislative Committee. Kevin Hughes reported on two State House bills concerning the spending of federal funds related to COVID-19. He also said the agency was continuing to hold regular calls to update stakeholders on COVID-19 trends, and agency vaccination and contact tracing efforts. He said he would begin the following week holding regular teleconferences with the State legislators representing counties in the DHD#10 jurisdiction to provide updates on COVID-19 activities and trends.

VI. Administrative Report

- A. Medical Director. Dr. Jennifer Morse summarized her written report, “Variant Strains of SARS-CoV-2.” She explained that it is not uncommon for viruses to mutate and create different strains. Sometimes the changes are inconsequential, and other times the mutations could result in strains that spread more easily or make those infected become even more sick. She said the concern with variants of SARS-CoV-2 is that the mutations might render the COVID-19 vaccines ineffective.

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.

- 2. *Approve Healthy Living Recommendations.* Motion by Ray Steinke, seconded by Judy Nichols to approve recommendations to (1) Be aware of new travel requirements; and (2) Continue following all measures to prevent transmission of COVID-19. Motion carried.

- B. Deputy Health Officer. Sarah Oleniczak reported the agency was working with area schools to vaccinate all teachers and staff. So far, more than two-thirds of those interested were already vaccinated.
- C. Health Officer. Kevin Hughes said the agency reports daily numbers on COVID-19 cases and deaths by county. He said in recent weeks, the number of new cases and the positivity rate has been declining.

He also highlighted a table included in the report of COVID-19 vaccinations administered by DHD#10. Through December 22, 2020, the agency administered 10,235 vaccines. Since that date and through January 27, he said more than 12 thousand additional vaccines were administered. Hughes said the agency will continue to move forward with plans to operate the vaccination clinics. The agency has been somewhat stymied in its efforts due to limited vaccine allotments, and a lack of reliability in how many doses are received week to week. He said the State was working on a process that would give vaccine providers up to three weeks lead time on expected vaccine deliveries which would make it easier to plan clinic schedules and staffing.

He said the plan is to begin a more regular schedule of scheduling vaccination clinics every Friday and Saturday to allow staff time to keep up with regular job duties and responsibilities, and also schedule much needed time off.

Hughes also responded to questions. He said the agency has plans to implement large-scale vaccination clinics but cannot schedule any due to the limited vaccine supply. The agency requested eight thousand vaccines for the current week but was only allotted 975. He explained the vaccine prioritization groups currently being serviced by the agency. He said for the senior population, the agency was working with local county senior centers or Commissions on Aging agencies to help individuals sign up online to be added to the vaccination waitlist.

VII. Other Business

Jim Maike called on members to voice comments or other questions. Positive feedback on social media and from community residents regarding the COVID-19 vaccination efforts were among the comments made.

VIII. Next Meeting

The next regular meeting of the Board of Health is scheduled for Friday, February 26, at 10:00 a.m. Maike said the meeting format would be the same with Executive Committee members attending the meeting in-person in the Wexford County office, and all others joining via online/telephone conferencing.

IX. Adjournment

Jim Maike adjourned the meeting at 11:02 a.m.

Jim Maike, Chair *Date*

Judy Nichols, Secretary *Date*