



BOARD OF HEALTH

Monthly Meeting: November 19, 2021 – 10:00 a.m.

Cadillac Office

521 Cobb Street, Cadillac

A G E N D A

- I. Call to Order.....Jim Maike, Chair
- II. Roll Call
- III. Review and Approval of the Agenda
- IV. Review and Approval of Board of Health Meeting Minutes.....October 29, 2021
- V. Public Comment
- VI. Committee Reports
 - A. Executive Committee.....Jim Maike
 - B. Finance Committee.....Ray Steinke
 - 1. *Approve October Accounts Payable and Payroll*..... Action Item
 - 2. *Approve FY 22 Amended Budget*..... Action Item
 - C. Personnel Committee.....Shelley Pinkelman
 - 3. *Personnel Policy*
 - D. Legislative Committee.....Shelley Pinkelman
- VII. Board Presentation.....Tom Riechard
 - Environmental Health Update*
- VIII. Administration Reports
 - A. Medical Director.....Dr. Jennifer Morse, MD
 - B. Deputy Health OfficerSarah Oleniczak
 - C. Health Officer.....Kevin Hughes
- IX. Other Business
- X. Public Comment
- XI. Next Board of Health Meeting: Friday, December 17, 2021, at 10:00 am
- XII. Adjournment

Public Comment Rules

1. At each Board of Health regular meeting that is open to the public, there shall be a public comment period. It shall be held at the beginning of the meeting following approval of the meeting agenda and previous meeting minutes.
2. Any individual desiring to make a public comment shall be requested to first state their name and address for the record.
3. An individual is limited to a three (3) minute time period for public comment. The individual is not limited to one topic.
4. An individual will not be allowed to speak more than once during the public comment period.
5. An individual may not transfer, reserve, delegate or yield any public comment time to other individuals.
6. All public comments shall be directed to and through the Chairperson of the Board of Health. Individuals shall not directly address any other member of the public, other Board of Health members or staff.



BOARD OF HEALTH

Monthly Meeting: October 29, 2021 – 9:30 a.m.

Cadillac Office

521 Cobb Street, Cadillac

A G E N D A

I. **Call to Order:** Jim Maike, Chair called the meeting to order at 9:30

II. **Roll Call**

Members Present – In Person: Shelley Pinkelman, Phil Lewis, Robert Baldwin, Betty Dermeyer, Dawn Martin, Pauline Jaquish, Richard Schmidt, Ron Bacon, Nick Krieger, Tom O’Neil, Ray Steinke, Roger Ouwinga, Star Hughston, Jim Maike, Paul Erickson, Martha Meyette, Judy Nichols, Gary Taylor, James Sweet

Members Online:

Members Absent: Bryan Kolk

Staff In Person: Kevin Hughes, Christine Lopez, Dr. Jennifer Morse, Sarah Oleniczak, Anne Bianchi, Anne Young, Christy Rivette, Stephanie Jacobs, Elizabeth Johnson

III. **Review and Approval of the Agenda** - Motion by Ray Steinke, seconded by Ron Bacon to approve the meeting agenda

Motion Carried

IV. **Review and Approval of Board of Health Meeting Minutes** - Motion by Betty Dermeyer, seconded by Ron Bacon to approve the minutes of the September 24, 2021.

Motion Carried

V. **Review and Approval of Public Comment Rules** – Discussion on Public Comment rules – No response should be given by any member to a public comment. If a response is wanted by commentator, the board representative from the specific township will send a response. Two amendments to the rules were made. Martha Meyette discussed that the public does not have to state their address before commenting but must give the secretary their address before leaving the meeting.

1st Amendment: First public comment section - the public can talk about anything on the agenda.

Motion made by Ron Bacon and seconded by Betty Dermeyer.

Roll Call Vote

Shelley Pinkelman	Yes	Nick Krieger	Yes
Phil Lewis	Yes	Tom O’Neil	Yes
Robert Baldwin	Yes	Ray Steinke	Yes
James Sweet	Yes	Roger Ouwinga	Yes
Betty Dermeyer	Yes	Jim Maike	Yes
Dawn Martin	Yes	Paul Erickson	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes
Richard Schmidt	Yes	Judy Nichols	Yes
Ron Bacon	Yes	Star Hughston	Yes
James Sweet	Yes		

Motion Carried

2nd Amendment: To add a second public comment section at the end of the meeting. Public can address anything that was said during current meeting. Motion by Robert Baldwin, seconded by Star Hughston

Roll Call Vote

Shelley Pinkelman	Yes	Nick Krieger	Yes
Phil Lewis	Yes	Tom O'Neil	Yes
Robert Baldwin	Yes	Ray Steinke	Yes
James Sweet	Yes	Roger Ouwinga	Yes
Betty Dermeyer	Yes	Jim Maike	Yes
Dawn Martin	Yes	Paul Erickson	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes
Richard Schmidt	Yes	Judy Nichols	Yes
Ron Bacon	Yes	Star Hughston	Yes
James Sweet	Yes		

Motion Carried

VI. Public Comment. No Public Comments

VII. Committee Reports

- A. **Executive Committee** – The Executive Committee met to discuss Kevin Hughes contract, goals and salary. Current contract is 2 years. The committee determined that Kevin Hughes has twice the population as other counties in our area and is the least paid. Kevin Hughes spoke about his role and comparison with other counties. The committee would like to give Kevin Hughes a raise and increase him from a step 2 to a step 4. His new salary would be \$111, 885. Motion for raise was made by Roger Ouwinga and seconded by Betty Dermeyer, then rescinded for an amendment to the contract.

Amendment made for the raise and to be reevaluated at the one-year mark instead of 2 years.

Motion made by Betty Dermeyer and seconded by Phil Lewis.

Roll Call Vote

Shelley Pinkelman	Yes	Nick Krieger	Yes
Phil Lewis	Yes	Tom O'Neil	Yes
Robert Baldwin	Yes	Ray Steinke	Yes
James Sweet	Yes	Roger Ouwinga	Yes
Betty Dermeyer	Yes	Jim Maike	Yes
Dawn Martin	Yes	Paul Erickson	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes
Richard Schmidt	Yes	Judy Nichols	Yes
Ron Bacon	Yes	Star Hughston	Yes
James Sweet	Yes		

Motion Carried

Motion was made by Betty Dermeyer and seconded by Roger Ouwinga to approve Kevin Hughes evaluation.

Roll Call Vote

Shelley Pinkelman	Yes	Nick Krieger	Yes
Phil Lewis	Yes	Tom O'Neil	Yes
Robert Baldwin	Yes	Ray Steinke	Yes
James Sweet	Yes	Roger Ouwinga	Yes
Betty Dermeyer	Yes	Jim Maike	Yes
Dawn Martin	Yes	Paul Erickson	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes
Richard Schmidt	Yes	Judy Nichols	Yes
Ron Bacon	Yes	Star Hughston	Yes
James Sweet	Yes		

Motion Carried

Overtime hours of Kevin Hughes was discussed. Kevin has accumulated up to 75 hours above the 100 cap hours. Motion to compensate Kevin for his hours above the cap amount was made by Ray Steinke and seconded by Shelley Pinkelman. Motion was amended.

Amendment to motion – Ray Steinke amended motion to pay comp-time hours down to a balance of 75 hours, it was seconded by Shelley Pinkelman.

Roll Call Vote

Shelley Pinkelman	Yes	Nick Krieger	Yes
Phil Lewis	Yes	Tom O'Neil	Yes
Robert Baldwin	Yes	Ray Steinke	Yes
James Sweet	Yes	Roger Ouwinga	Yes
Betty Dermeyer	Yes	Jim Maike	Yes
Dawn Martin	Yes	Paul Erickson	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes
Richard Schmidt	Yes	Judy Nichols	Yes
Ron Bacon	Yes	Star Hughston	Abstain
James Sweet	Yes		

18 Ayes

1 Abstain

Motion Carried

B. Finance Committee

Finance Report is currently a draft report, all expenses have not been submitted. The state report will be submitted at the end of November and the auditors will be in the first week of December.

Statement of revenue was discussed, COVID numbers are still being worked on, currently 1.89 million. Cash flow projections given through March of 11.5 million

Approve September Accounts Payable and Payroll Motion by Ray Steinke, seconded by Roger Ouwinga

Roll Call Vote

Shelley Pinkelman	Yes	Nick Krieger	Yes
Phil Lewis	Yes	Tom O’Neil	Yes
Robert Baldwin	Yes	Ray Steinke	Yes
James Sweet	Yes	Roger Ouwinga	Yes
Betty Dermyer	Yes	Jim Maike	Yes
Dawn Martin	Yes	Paul Erickson	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes
Richard Schmidt	Yes	Judy Nichols	Yes
Ron Bacon	Yes	Star Hughston	Yes
James Sweet	Yes		

Motion Carried

C. Personnel Committee – Met on 10/22. Kevin discussed a survey that was sent to the staff regarding Overtime pay vs Comp Time during pandemic time. Results were a preference to receive overtime pay. 11/1 the overtime/comp time will revert back to pre-pandemic policy. Pre-pandemic policy has a cap of 100 hours comp time. There are currently 13 staff members that are at the cap of 100 hours. An in-depth review is currently being done on staff retention, a retention plan will be presented to the board at a future date

Motion made by Shelley Pinkelman and seconded by Judy Nichols to pay down current employees that are at the cap of 100 hours to 75 hours, which will allow them flexibility.

Roll Call Vote

Shelley Pinkelman	Yes	Nick Krieger	Yes
Phil Lewis	Yes	Tom O’Neil	Yes
Robert Baldwin	Yes	Ray Steinke	Yes
James Sweet	Yes	Roger Ouwinga	Yes
Betty Dermyer	Yes	Jim Maike	Yes
Dawn Martin	Yes	Paul Erickson	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes
Richard Schmidt	Yes	Judy Nichols	Yes
Ron Bacon	Yes	Star Hughston	Abstain
James Sweet	Yes		

18 Ayes

1 Abstain

Motion Carried

Motion made by Shelley Pinkelman and seconded by Nick Krieger to adopt the proposed 2022 salary adjustment proposal.

Roll Call Vote

Shelley Pinkelman	Yes	Nick Krieger	Yes
Phil Lewis	Yes	Tom O'Neil	Yes
Robert Baldwin	Yes	Ray Steinke	Yes
James Sweet	Yes	Roger Ouwinga	Yes
Betty Dermyer	Yes	Jim Maike	Yes
Dawn Martin	Yes	Paul Erickson	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes
Richard Schmidt	Yes	Judy Nichols	Yes
Ron Bacon	Yes	Star Hughston	Yes
James Sweet	Yes		

Motion Carried

D. **Legislative Committee** – Nothing to Report

VIII. Presentation – Elizabeth Johnson, presented to the board: *Children's Oral Health, Where We Are At & Why It Matters*

IX. Program Reports

1. Family Health Clinical Division Report - New staff announced
2. Community Health Division Report -Adolescent Health is currently very busy. A new clinic space in Lake City has opened and a temp area in Wexford has also opened.
3. Environmental Health Division Report – Nothing to Report
4. Family Health Division Home Visiting Report – Healthy Families America has expanded in Lake County, working with CPS on the highest risk. MIHP has passed their review. Receiving funding for special needs immunization.
5. Family Health Division WIC Report – Successful transition in October with new vendor for EBT. After 15 years with Mead Johnson, a new contract for infant formula is now with Abbot Labs. A recent recall on lead testing kits has resulted in working with local doctors to get the testing done.

X. Administration Reports

A. **Medical Director** – Dr. Jennifer Morse has encouraged everyone to read her report. It shares tips on website credibility and false information.

Motion was made by Ray Steinke to accept Dr. Morse's report and seconded by Richard Schmidt.

Motion Carried

B. **Deputy Health Officer** – Announcement of new Community Health Officer – Christy Rivette. A vaccine report will be provided next month. FAB deadline has been extended.

C. **Health Officer** – PFAS highlights given. A new county has been identified and 9 homes will be sampled. There is a potential new site – PCA/Manistee County. Kevin Hughes asked for continued support on paying the Malph Dues, they have not changed in six years. Motion was made by Ray Steinke and seconded by Richard Schmidt to continue paying the Malph Dues.

Roll Call Vote

Shelley Pinkelman	Yes	Nick Krieger	Yes
Phil Lewis	Yes	Tom O’Neil	Yes
Robert Baldwin	Yes	Ray Steinke	Yes
James Sweet	Yes	Roger Ouwinga	Yes
Betty Dermyer	Yes	Jim Maike	Yes
Dawn Martin	Yes	Paul Erickson	Yes
Pauline Jaquish	Yes	Martha Meyette	Yes
Richard Schmidt	Yes	Judy Nichols	Yes
Ron Bacon	Yes	Star Hughston	Yes
James Sweet	Yes		

Motion Carried

- XI. Other – Invitation will be sent to legislators for December 17th Board meeting
- XII. Next Board of Health Meeting: Friday, November 19, 2021, at 10:00 a.m.
- XIII. Adjournment

Motion to adjourn made by Betty Dermyer and seconded by Dawn Martin

District Health Department #10

BOARD OF HEALTH

Health Officer Report

November 19, 2021

1. **COVID-19 Update:** Information and updates on current case counts and vaccination efforts as well as on the OSHA/MIOSHA Workplace Mandates will be shared at the meeting.
2. **PFAS Update:** Eight homes were sampled around the Kunnen's Landfill site on 10/29/21. All samples came back non-detect. Evaluation of this site continues.
3. **City of Manistee Lead Testing:** As part of regular testing for lead and copper, recent samples showed three homes with lead levels above the 15 parts per billion (ppb) Action Level established by the Michigan Safe Water Drinking Act. The "Action Level" is not a health-based level but rather a level that will trigger additional requirements for the City to follow. These include making filters available to interested residents. Manistee's municipal water system is a type one system so regulatory authority is with EGLE. DHD#10 has reached out to the City to see if they need any assistance in address this issue.
4. **Cadillac Area Manufactures Association:** I was asked to attend and provide an update on COVID-19 and the OSHA/MIOSHA mandates to the CAMA group meeting on 11/9/21.
5. **MDHHS Accreditation Letter:** Included in the Board packet is a copy of the official letter indicating that DHD#10 has met all state accreditation measures and is now recognized as a fully accredited local public health department in Michigan.
6. **Continuation of Employee Handbook and Personnel Policies:** At this time each year we ask for the Boards approval to continue use of the current employee handbook and personnel policies. At this time there are no changes in either the handbook or the personnel policies. This is being presented as informational this month, and for action next month.

Respectfully submitted:

Kevin Hughes, MA
Health Officer

Website: www.dhd10.org
Facebook: healthdept10

Locations:

Crawford County Office
501 Norway Street
Suite #1
Grayling, MI 49738
(989) 348-7800

Kalkaska County Office
625 Courthouse Drive
Kalkaska, MI 49646
(231) 258-8669

Lake County Office
5681 S. M-37
Baldwin, MI 49304
(231) 745-4663

Manistee County Office
385 Third Street
Manistee, MI 49660
(231) 723-3595

Mason County Office
916 Diana Street
Ludington, MI 49431
(231) 845-7381

Mecosta County Office
14485 Northland Drive
Big Rapids, MI 49307
(231) 592-0130

Missaukee County Office
6180 W. Sanborn Road
Suite #1
Lake City, MI 49651
(231) 839-7167

Newaygo County Office
1049 Newell Street
White Cloud, MI 49349
(231) 689-7300

Oceana County Office
3986 N Oceana Drive
Hart, MI 49420
(231) 873-2193

Wexford County Office
521 Cobbs Street
Cadillac, MI 49601
(231) 775-9942

December 17, 2021

My signature below documents the support of the District Health Department #10 Board of Health for the continued utilization of the existing organizational Personnel Policies and the Employee Handbook for the period of January 1, 2022 – December 31, 2022. Questions related to these polices and Handbook can be directed to either Kevin Hughes, Health Officer or Julie Hilkowski, HR Supervisor.

Jim Maike
District Health Department #10
Board of Health Chairperson

Date



STATE OF MICHIGAN
DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

GRETCHEN WHITMER
GOVERNOR

ELIZABETH HERTEL
DIRECTOR

November 1, 2021

Mr. Kevin Hughes
Health Officer
District Health Department #10
521 Cobbs Street
Cadillac, MI 49601

Mr. Jim Maike
Chairperson
District Health Department #10 Board of Health
521 Cobbs Street
Cadillac, MI 49601

Dear Mr. Hughes and Mr. Maike:

On behalf of the Michigan Departments of Health and Human Services (MDHHS); Agriculture and Rural Development (MDARD); and Environment, Great Lakes, and Energy (EGLE), I would like to thank you for your participation in the Michigan Local Public Health Accreditation Program.

Your participation, comments, and suggestions over the past six cycles of Accreditation have strengthened the program in assuring and enhancing the quality of local public health in Michigan by identifying and promoting the implementation of public health standards.

Based on the June 10, 2021 recommendation of the Michigan Local Public Health Accreditation Commission, we are very pleased to confer Accreditation status on your local public health department. This designation is awarded to local health departments that fully meet all essential Accreditation requirements and is valid until the MDHHS, MDARD, and EGLE effect a subsequent decision pursuant to recommendations by the Accreditation Commission.

We are especially pleased to acknowledge your repeated success in becoming accredited. To recognize your achievement, we will soon provide you with a Cycle 7 Certificate of Accreditation. To help celebrate your success, arrangements can be made, at your discretion, for a state agency presentation of your certificate during a meeting of your choosing by contacting Ms. Laura de la Rambelje, Director, Division of Local Health Services, by email at delarambeljeL@michigan.gov or 517-388-7302.

Michigan's strong public health network is fortified through continued state and local collaboration and through the Michigan Local Public Health Accreditation Program. Due to your commitment and efforts, Michigan continues to be viewed as a national leader in the area of public health Accreditation.

Mr. Hughes and Mr. Maike

November 1, 2021

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Again, I wish to thank you for your participation in the Accreditation process and commend you on your efforts in this significant accomplishment, one which is directly attributable to a mutual dedication to continuous quality improvement.

If you have questions regarding the Accreditation Program, please contact Program Coordinator, Ms. Jessie Jones, by email at jjones@mphi.org or 517-324-8387.

Sincerely,



Elizabeth Hertel
Director

EH:hm

cc: Mr. Gary McDowell, Director, MDARD
Ms. Liesl Eichler Clark, Director, EGLE
Jessie Jones, Program Coordinator, MLPHAP
Michigan Local Public Health Accreditation Commission (MLPHAP)