Board of Health Meeting Minutes  
June 18, 2019

The regular meeting of the District No. 4 Health Board was called to order by Chairman Albert LaFleche, June 18, 2019 at 10:00 a.m. The meeting was held in the Commissioner’s Room, Presque Isle County Building, Rogers City, Michigan.

ROLL CALL

Present: Alpena County: Adrian, Fournier  
Cheboygan County: Gouine, Newman  
Montmorency County: LaFleche, Peterson  
Presque Isle County: Altman, Gapczynski

Absent:  

Excused: Karen Nowicki-Compeau

Others Present: Denise Bryan, Judy Greer, Dr. Meyerson  
Brenda Hanson, Scott Smith

AGENDA ADDITIONS, DELETIONS, and CHANGES:

Bryan requests to add a time change to the agenda for the MDHHS Toxicologist PFAS presentation at 11:00am instead of 10:05am via teleconference call. Ayes all, motion carried.

MINUTES

May 21, 2019 Health Board Minutes: Motion by Gouine with support by Fournier to approve the May 21, 2019 Health Board Minutes as presented. Ayes all, motion carried.

CLAIMS

May 16, 2019 through June 15, 2019: Motion by Peterson with support by Altman to approve the Listing of Claims submitted from May 16, 2019 through June 15, 2019. Roll call vote taken. Ayes all, motion carried.

PUBLIC COMMENT

None.
HEALTH DEPARTMENT REPORTS

MEDICAL DIRECTOR’S REPORT

Communicable Disease Report: The report for April 1, 2019 through April 30, 2019 was mailed to the Board with the packet for the month. Dr. Meyerson shared that flu like symptoms are still out there but hopefully behind us now as the summer approaches. The packet also includes animal bites and post exposures which are higher in the summer. The greater concern this year are black legged ticks; if found, bring to health department so they can be sent out to determine if they carry Lyme disease. Smith informed the Board that all sanitarians have received training on the identification of ticks, removal procedures and the detrimental effects of Lyme disease.

County Immunization Report Cards: Dr. Meyerson informed the Board that the immunization report cards shows each counties status of dose percentages per child/adults and waiver rates. Our focus is to educate families on the need for vaccinations for our children and adults.

Hepatitis A Outreach Efforts: Dr. Meyerson stated grant monies were secured for educating the public on the prevention of Hepatitis A and promoting good hygiene through handwashing to reduce the risks of spreading Hepatitis A or contracting it. These monies are being utilized at all four county fairs and festivals throughout the summer by reimbursing these venues who are utilizing handwashing stations adjacent to their port a johns.

ENVIRONMENTAL HEALTH DIRECTOR’S REPORT

Update: State wide Onsite Wastewater Legislation – LPH Core Principles: Smith informed the Board that the Health Officer and he had made a presentation concerning the State Wide Sanitary Code at the Northern Michigan Counties Association in Grayling. The intention is to have these core principles ready and available should any proposed legislation action occur.

Beach rescue signs and equipment: Smith shared pictures of the beach signs and lifesaving rings that were purchased under the Great Lakes Beach grant that have been installed at highly used beaches on the Great Lakes in three counties. The goal is to standardize the signage throughout Michigan.

PFAS update: Smith informed the Board on latest information from MPART on health based screening levels by July 1, 2019, and establishing maximum drinking water contamination levels by the first of the year, 2020. MPART will meet again on June 27, 2019 and Smith will be providing the board with further information.
ADMINISTRATIVE SERVICES DIRECTOR'S REPORT

Revenue and Expense Report: Greer distributed the revenue and expense report with the board packet. Fund balance being used as of April 30, 2019 is ($124,462.10).

Cost Based Reimbursement Refund $36,118: Greer stated that the cost-based reimbursement refund of $36,118 will be sent back to the state. We receive advance payments based upon previous years and the state is adjusting these for our current year.

MERS Form 5572 Reporting: Greer informed the Board of the MERS Form 5572 reporting requirements (Defined Benefit Plan). We just received our actuarial report which shows us at 59% funded. In 2018, we were 62% funded. MERS has changed the actuarial assumptions which partially contributes to the funding level. Greer stated we are now in an underfunded status and is unsure of what that means with the Form 5572. The report is due to the state June 30. The agency will incur higher contributions of approximately $100,000 for the next year, 2020.

ADMINISTRATIVE HEALTH OFFICER'S REPORT

DHD4 Leadership: Bryan informed the Board that DHD2 Leadership performed an emergency operations exercise on June 12, 2019 in Oscoda at Wurtsmith AFB on set up of mass clinics for preparation of catastrophic events. Three leaders from DHD4 attended; Radocy was an evaluator and Nowicki-Compeau and Werth were observers.

Continuing the work with the Leadership Team: Bryan stated she is triaging work load and promoting consistency and timely competent responses of the Leadership Team. She will continue with the Workforce Development Plan to ensure departments do not become segregated.

Two priorities for the next 3-4 months: 1. Bryan informed the Board of the beginning stages of the Clinics EMR (Insight) project kickoff July 15, 2019. Super User training will occur July 15-19, 2019. 2. Bryan stated that Adrian assigned the Health Officer to write a 3-year financial plan and asked the Board if anyone has a template to work from. LaFleche stated Montmorency has a 5-year plan to glean from. Bryan stated the goal is to be within $5,000 of projected budget.

MDHHS Toxicologist: Bryan provided a guest speaker, Sesha Kallakuri, MDHHS Toxicologist to present information concerning PFAS in our district via teleconference call.

OLD BUSINESS:
N/A
NEW BUSINESS

**Motions - Policies:** Greer submitted a motion to update (25) policies. Half of these policies are Environmental Health policies that needed to be updated per their current software, Hedgehog. Motion to approve policies dated June 18, 2019 by Fournier with support by Gapczynski. Ayes all, motion carried.

**Motions – Lunch Closure for Alpena office week of July 15 to July 19:** Bryan submitted a motion to close Alpena during the lunch hour, 12:00-1:00pm during the week of July 15-19, 2019 in order to maximize our training for Insight Super User Training for half of the staff. Notices will be posted in Alpena ensuring the public is aware of this interim change. Motion made to approve by Fournier with support by Altman. Ayes all, motion carried.

**Motions – Part Time Employees and Holiday Pay Letter of Agreement with AFSCME for Board Chair to Sign:** Bryan submitted a motion to approve a Letter of Agreement for part time employees who work different schedules be eligible for holiday pay benefits. There is no additional cost to the agency; supervisors would adjust work schedules accordingly to adjust for the holidays, etc. Motion made to approve by Gouine with support by Adrian. Ayes all, motion carried.

PUBLIC COMMENT

Fournier thanked Administration for assigning an editor of the agencies Facebook page. She would also like her home phone removed from the call tree and have all personnel use her cell phone, 989-255-8524 for all future contact.

ADJOURNMENT:

There being no further business to come before the Board, motion by Fournier with support by Peterson to adjourn at 11:45 a.m. Ayes all, motion carried.

Albert LaFleche, Chairman
Carl Altman, Secretary/Treasurer
Brenda Hanson, Recording Secretary