Board of Health Meeting Minutes  
April 16, 2019

The regular meeting of the District No. 4 Health Board was called to order by Chairman Albert LaFleche, April 16, 2019 at 9:58 a.m. The meeting was held in the Conference Room, District Health Department No. 4 Building, Cheboygan, MI.

ROLL CALL

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

Absent:                Peterson

Excused:               Fournier

Others Present:        Denise Bryan, Judy Greer, Dr. Meyerson  
                      Karen Nowicki-Compeau, Brenda Hanson,  
                      Scott Smith, Matt Radocy, Kip Belcher (MSP Hunt Officer)

AGENDA CHANGES:

None.

MINUTES

March 19, 2019 Health Board Minutes: One change noted; McDonald wasn’t present for March board. Fournier was present. Correction made to March meeting minutes. Motion by Gapczynski with support by McDonald to approve the March 19, 2019 Health Board Minutes as presented. Ayes all, motion carried.

CLAIMS

March 16, 2019 through April 15, 2019: Motion by Gapczynski with support by Altman to approve the Listing of Claims submitted from March 16, 2019 through April 15, 2019. Roll call vote taken. Ayes all, motion carried.
PUBLIC COMMENT

None.

HEALTH DEPARTMENT REPORTS

ENVIRONMENTAL HEALTH DIRECTOR’S REPORT

Environmental thank you: Smith stated that the Alpena Environmental Social Justice Committee sent a nice thank you note for updating our website on current PFAS information.

Mercury spill and clean up in Alpena County: Smith stated that Fire Chief Bob Adrian called approximately three weeks ago with a small mercury spill in the Alpena City building in the basement. The MDHHS toxicologist were contacted and a contractor was found and cleanup was initiated immediately for the small action level spill. Air testing and residual swap testing was done and came back okay. Contractor will perform test. Adrian went on to say that he believes most of the cost of the cleanup which could be thousands of dollars. Adrian stated that he would like the Health Department to do some mercury awareness in our community and how the cost of a small spill could result in high dollar cleanups.

MPART - PFAS - MCL Standards for drinking water and development of health based values: Smith spoke about recent samples. All school sampling in the District came back Non detect (ND). Oak Leaf Manor in Lewiston was the only Type I system in the District that had minimal detection. All day care facilities came back ND. Resampling by MDEQ has started and results will start coming in within the next 5-6 weeks. When those samplings come back, additional requirements may be set up depending on the results; more sampling may be needed. Smith also stated that MPART is setting up a working advisory group with renowned scientists who will establish maximum drinking water contamination levels by July 1, 2019. The MCL standards for PFAS in drinking water in Michigan are currently scheduled to be completed by March, 2020.

LaFleche went on to say that the landfill in Presque Isle County was sampled for PFAS yesterday; results should be in within 4-6 weeks.

Alternative Treatment Systems (ATS) – update: Smith stated that the board passed two policies last month on alternative treatment systems. To date, we have some ATS for commercial and residential systems permitted and constructed. These will be evaluated over time.

Farmers Market information – link is https://www.michigan.gov/mdard/0,4610,7-125-1568_2387_46671----,00.html: Smith provided the link to the Michigan Department of Agriculture who licenses these facilities and how they operate.
ENVIROMENTAL HEALTH DIRECTOR’S REPORT cont’d

Food Establishment Size: Smith spoke about the DHD4 requirements for a food establishment construction. A construction permit is required from DHD4 for any new construction or remodeling of a food establishment. Smith will have a discussion with the Montmorency sanitarian on the restaurant and report back to the board next month.

ADMINISTRATIVE SERVICES DIRECTOR’S REPORT

Revenue and Expense Report: Greer spoke about the Revenue, Expenditure and Trial Balance Reports to Health Board members from February 1, 2019 through February 28, 2019.

Fund balance would decrease by $81,347.65 as of February 28, 2019. Reasons for the higher balance this month is from EH picking up this quarter due to business food licenses that are due April 30, 2019. Greer anticipates this number to decrease next month due to increased revenue coming in.

2019 Mandatory Minimum Wage Increase – Effective March 29, 2019: Greer spoke about a mandated minimum wage increase effective March 29, 2019 that affects our Adult Day Care workers. Four employees from our Adult Day Care will see this increase in their paychecks.

MEDICAL DIRECTOR’S REPORT

Communicable Disease Report: The Communicable Disease report for March 1, 2019 through March 31, 2019 was mailed to the Board with the packet for the month. Dr. Meyerson stated a case of rabies came back positive from a bat tested positive for rabies in Alpena County. They will need to be vaccinated. A lot of preparedness is ongoing for teachable moments to ensure your families are protected against the measles outbreak. One of the most contagious virus known, that’s why everyone is concerned. Stay vigilant and get vaccinated. Area of concern in Michigan is in Oakland County.

PERSONAL HEALTH DIRECTOR’S REPORT

Adult Day Care: Nowicki-Compeau informed the Board that there will be an open house for Outreach efforts for our Adult Day Care on May 15, 2019. This is an opportunity for the public to learn more about our Day Care Center and increase our numbers.

Kudos to Staff: Nowicki-Compeau stated the Alpena News reached out to us from the county health rankings and wanted to do another article on our new program, Harm Reduction and the increase use of opioids in our community. Anne Szmagaj posed in a picture for the Health Rankings and Jessica LaTourette was pictured in the paper discussing the Prevention Program that DHD4 is implementing.
PERSONAL HEALTH DIRECTOR’S REPORT cont’d

HSCC Montmorency: Nowicki-Compeau stated that Jessica LaTourette will be presenting information concerning Opioid Use/Misuse to the community of Montmorency via the Human Services Coordinating Council meeting on April 22, 2019.

MI THRIVE: Nowicki-Compeau talked about the MI THRIVE Community Health Needs Assessment Program. This is an opportunity for DHD4 to partner with our hospitals, local Federally Qualified Health Centers (FQHC’s), and other resource agencies to determine what the community needs are. At the regional level, the focus is on Mental Health and Substance Abuse. At the sub-regional level, the focus chosen was basic needs.

ADMINISTRATIVE HEALTH OFFICER’S REPORT

April 26, 2019: Bryan mentioned a committee was formed this year to organize our annual All Staff Meeting on April 26, 2019 at the Thunder Bay Marine Sanctuary building. We are hosting a Professional Development Speaker from MSU and celebrate the successes of our recent accreditation audit. Commissioners are invited. Please let Judy or Denise know if you are planning to attend as soon as possible.

Staff Advisory Committee (ASC): Bryan stated a new opportunity will be mentioned at our Staff Meeting to develop a committee to recognize our outstanding staff in their efforts for bringing new ideas and concerns to the Health Officer for improvement of the agency. Bryan also mentioned a new Public Health Leadership Award will be developed to recognize staff for their leadership and ability to solve organizational problems. This is an annual award which is peer nominated with final recommendations for the final candidate made at the executive level. Recipients will receive their award from the board of commissioners at the next board meeting.

Staff suggestion for customer improvement: Door Chimes for Alpena, Montmorency and Cheboygan were installed; all offices complete now.

Montmorency painting project completed: Bryan is very happy to report that the painting project for Montmorency is complete. New door lever handles were also installed on nursing room for security purposes and an electrical outlet was replaced in the nurse’s office.

Vacation: Bryan stated she will be on vacation from May 13-16, 2019.

OLD BUSINESS:

Sharing of DHD2 PFAS Resolution: Bryan stated she wrote a PFAS Resolution for the three sites at DHD2. The board took 4 weeks to review and will bring their thoughts and concerns to the next board meeting next month for approval. Smith and Radocy were asked to put a rough draft PFAS Resolution together for the two sites here for DHD4.
OLD BUSINESS cont’d:

We will take 4 weeks to put together. The resolution was developed to state actions taken for our environment and how we will continue to test and monitor the PFAS in our surrounding areas.

Motion: Medical Leave Law: The Medical Leave Law is effective March 29, 2019 and requires 40 hours of medical leave be awarded to employees who work 25 hours per week from the previous calendar year. We have two employees affected. The first year will be prorated based upon March 29, and next year they will receive the full 40 hours. Hours are not carried year to year; if they don’t use them, they lose them. Increased expense for the agency is approximately $1,500. Greer requests a motion be made to accept the federal mandated Medical Leave Law, motion made by Altman and support by Adrian. Ayes all, motion carried.

Insight Update: We had purchased the equipment for Insight and the IT programmer is currently installing the latest version of the software and should be completed by the end of next week. The accounting tables will be input by staff and completed by the middle of May. We will request in-house training through NetSmart in May. Our goal is still set for June 1st implementation.

Mileage Rate: Greer stated the 2019 Mileage rate is .5388 cents per mile, per the formula in the union contract.

NEW BUSINESS

Motions - Policies: Greer stated that the following policies are in effect for addition and deletion per motion April 16, 2019. Motion to approve policies dated April 16, 2019 by Gapczynski with support by McDonald. Ayes all, motion carried.

CQI Billing Concern – Next Steps: Greer spoke about a billing concern from an internal billing error years back. We have consulted legal advice and have taken the appropriate steps to correct this going forward. A $7,411.24 refund check will be issued immediately. We can rebill costs from the past year. Additional training and CQI steps will be implemented for our staff moving forward. Greer requests a motion to approve the refund to the insurance company. Motion to approve by Adrian with support by Gouine. Ayes all, motion carried.

Victim Avoidance & Personal Safety in Field Setting: Our concern and philosophy is to increase more safety for our staff for situational awareness in all four counties. An Emergency Response Handbook was developed by DHD2 to help our ECP to create a version for DHD4. Radocy presented a PowerPoint presentation with video on Victim Avoidance and Active Shooter Training. Employee safety is a top priority for our Leadership Team! Radocy is also planning situational awareness exercises for our staff to ensure they understand unsafe environments and how to respond and report these types of emergent situations.
PUBLIC COMMENT

None.

ADJOURNMENT:

There being no further business to come before the Board, motion by Altman with support by Gapczynski to adjourn at 11:40am. Ayes all, motion carried.

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Albert LaFleche, Chairman                  Carl Altman, Secretary/Treasurer

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Brenda Hanson, Recording Secretary