Health Board Meeting
September 18, 2018

The regular meeting of the District No. 4 Health Board was called to order by Chairman Bob Adrian, September 18, 2018, at 10:00 a.m. The meeting was held at Thunder Bay Community Health Services, Hillman, Michigan.

ROLL CALL

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

Absent:

Excused:

Others Present:
Denise Bryan, Judy Greer,
Karen Nowicki-Compeau, Scott
Smith, Joshua Meyerson, Lynn
Robinson, Paula Hyde, Dallas Hyde,
Wayne Berry, Margi Berry, Amy
Travis, Gary Gee, Rod Amlotte, Lori
Shemanski, Karlee Anderson,
Connor Hansen – 7 & 4 News

AGENDA CHANGES

None.

MINUTES

August 21, 2018 Health Board Minutes: Motion by Lang with support from Gouine to approve the August 21, 2018 Health Board Minutes as presented. Ayes all, motion carried.

CLAIMS

August 22, 2018 through September 14, 2018: Motion by Lang with support from Altman to approve the Listing of Claims submitted from August 22, 2018 through September 14, 2018. Roll call vote. Ayes all, motion carried.
PUBLIC COMMENT

Adrian read the policy regarding public comment.

Rodney Amlotte – Questioned whether anyone has brought to the attention of the department the Hillman municipal water supply concerns. Amlotte stated that he had brought this to the attention of Tim Brown, Sanitarian of our Atlanta Office. Smith stated that Tim Brown has brought this issue to his attention. Amlotte has supplied several members of the community with the complaint form. Amlotte shared pictures of the water quality. Lang questioned if anyone has tested the water and Amlotte stated that the water had been tested and has returned normal results.

Paula Hyde – Shared her letter of concern regarding the Administrative team members (Leah Werth, Karen Nowicki-Compeau, and Denise Bryan) and their management style. Asked by commissioner to come to board and share her concerns. Hyde was asked to submit the letter read to the Board. Stated that this is a district-wide office concern. Resigned effective 9-14-18.

Amy Travis – Shared her letter of concern regarding the Administrative team members (Leah Werth, Karen Nowicki-Compeau). Travis was asked to submit the letter read to the Board.

Lynn Robinson – Shared her letter of concern regarding the Administrative team members (Denise, Karen, Leah) and work atmosphere. Robinson was asked to submit the letter read to the Board. Retired effective 9-14-18.

ADMINISTRATIVE SERVICES DIRECTOR’S REPORT

Revenue/Expenditure and Trial Balance Report: Greer mailed the Revenue/Expenditure and Trial Balance Report to Health Board members with the notice of the Health Board meeting for their review. Amount being added to Fund Balance through July 31, 2018 is $142,815.43.

HIV Prevention Audit: MDHHS conducted a HIV Prevention Site Visit in June 2018. The report has been included in the packet. There were no program findings or program recommendations.

Accident Fund Dividend: Greer shared with the Board that we received a dividend check in the amount of $923.44 from Accident Fund that carries our Workers Compensation policy. This was available because DHD4 is a member of the Alpena Chamber of Commerce.

MERS Annual Actuarial Valuation: MERS will be scheduled to present at a future board meeting. Email the actuarial to the Board members.
MEDICAL DIRECTOR'S REPORT

**Communicable Disease Report:** The report for period August 1, 2018 through August 31, 2018 was mailed to the Board with the packet for the month. Influenza vaccine is now available. Board will be able to get their influenza vaccine next month. Meyerson reviewed and distributed the HPV vaccine handout. Meyerson shared the nationwide statistics on this vaccine.

Animal bites are now predominately done through the Communicable Disease nurses. This is a lot of extra work for the staff. The majority of the animal bites are from bats. Alpena has had two bats positive for rabies.

PERSONAL HEALTH NURSING DIRECTOR'S REPORT

**Friendship Room:** Staff provided services, with the support of Administration, to the clients of the Friendship Room on August 28, 2018. Requested that we return at a future date as well.

**Alpena Community College Orientation:** On September 5, 2018 staff attended the orientation sessions at Alpena Community College which was supported by Administration.

**Annual Plans:** Annual Plans for Family Planning, WIC, and Breast and Cervical Cancer Screening programs are due this month and working with staff for input.

**Community Health Needs Assessment:** Staff is continuing to work on the Community Health Needs Assessment along with mini client interviews. Has been successful with this assessment.

**Computer Encryption:** The IT department has been working on ensuring the computers are encrypted for use providing field services.

**Community Connections:** Community Connections began on Monday, September 17, 2018. This service is provided through the CHIR by Health Department of Northwest Michigan. We will begin accepting referrals from provider offices in Cheboygan, Presque Isle, and Montmorency Counties.

ENVIRONMENTAL HEALTH DIRECTOR'S REPORT

**Hillman Municipal Water:** Smith informed the board that we are looking at all the complaints and have referred them to MDEQ. He will keep the board updated.

**State Sanitary Code:** House Bill Amendments – Representative Lauer has proposed legislation. There has been no action; however, there has been an amendment presented. EH Directors are going to review the amendment. Smith will update the Board if there are concerns with the amendments.
ENVIRONMENTAL HEALTH DIRECTOR’S REPORT CONTINUED

**Legionella Prevention:** State Committee – Smith has been asked to participate on a statewide committee. Will meet next month, targeted towards hospitals and nursing homes.

**Septic Smart Week:** Septic Smart Week takes place 9/17 – 9/21. Educational information is being distributed to clients as they come in to the office.

**Cheboygan County:** Smith discussed the Cheboygan County workload and coverage. Smith is watching this and he is sending staff from other offices to help assist in the workload.

ADMINISTRATIVE HEALTH OFFICER’S REPORT

**New Public Health Leadership:** Alliance Mentor – Mentee Program - MALPH is recognizing that there are new leadership in public health. It includes Mentor-Mentee and is for workforce development.

**Cross Jurisdictional Sharing:** There are projects with the Northern Michigan Alliance. Have identified three areas of concern.

1. **CHIR:** Create connection for all 31 counties. Currently established for 10 counties. This will help individuals to get care.
2. **Regional CHA-MI-THRIVE:** 31 counties – Community Health Assessment being branded as MI-THRIVE.
3. **HIPAA:** HIPAA vulnerability and security analysis as it related to policy and practices.

**Alliance:** Communications Work Group – Media, messaging and branding. A MOU for PIO to work with the Alliance so that there is consistent, efficient messaging.

**Performance Management Plan:** Performance Management Plan is a requirement for accreditation. Bryan met with several management and staff to look at performance management plan. She highlighted the slide presentation with the Board. Altman expressed concern over requirement to do this plan and viewed it as bureaucratic. A plan will be presented next month for Board approval, eventually a “dashboard” for our website. Adrian expressed his opinion as to why this needs to be done. It was optional last accreditation; however, it is required this cycle.

**Opioid Funding:** DHD4 has been offered $50,000 to provide a Syringe Services Program.

**Cross Jurisdictional Sharing:** Bryan working on a Cross Jurisdictional Sharing grant for DHD2 and DHD4 in the range of $30,000-50,000. This is in process and would begin in January 2019 if awarded to DHD4.
OLD BUSINESS

EH Fee Schedule Comparison: Smith distributed the EH Fee Schedule Comparison to the Board. Smith stated that this was presented in November 2017. DHD4 fees are lower than most District Health Departments. Adrian questioned whether we needed an ad hoc committee to determine the fees. Will provide the fee increase when the budget is presented.

Atlanta Building: Bryan updated the Board on the status of the Atlanta office. Bryan updated the Board on the quote for $16 hour; the painter felt that it could be done in 4 or 5 weekends for approximately $2,300. It has not been determined as to whom will move the furniture to allow for the painting. The partition can be purchased through Medicaid Cost Based Reimbursement. It has been determined that the individual does not want to do the job at this point, too large of a job. Lang felt that each county with the exception of Montmorency pays for their maintenance. LaFleche felt that we should not put funds into the building, we should move. Discussion occurred. Adrian mentioned begin with the security measures and confidentiality to see what happens.

Motion by Lang with support by Peterson to authorize DHD4 to proceed with security issues and confidentiality at the Montmorency Office and develop a plan. Discussion occurred. Ayes all, motion carried.

NEW BUSINESS

Opioid Funding: DHD4 has been notified that they have been awarded $50,000 grant to support a syringe service program. We would like to use the funds to support a new position. Bryan’s recommendation is to hire a Master of Public Health and be involved in Community partnerships and Medicaid outreach in management and based in the Cheboygan office. The Board would like to have more information regarding the funding and how it will fit into the budget. Meyerson shared his knowledge of past grants and how we have handled them in the past and we cannot continue to ask staff to add more to their duties.

Motion by Lang with support by LaFleche to pursue the $50,000 for the syringe service program. Roll call vote. Ayes – Adrian, LaFleche, Peterson, Lang; Nays – Fournier, Gouine, Newman, Altman. Motion failed.

Nurse Practitioner Position: We have an applicant and would like to receive $33 - $35/hour. She would like to work fulltime for DHD4. This rate is off the scale for the Nurse Practitioner position. She has experience with a health department as a Nurse Practitioner. The position was posted internally and advertised externally. Table this until next month.

Cheboygan Jail Contract: We have a number of nurses with FMLA leave and recent resignations, Nowicki-Compeau and Werth have been attempting to cover the services. We are currently still providing services at the Cheboygan County Jail. Meyerson’s expressed concern about providing services to the jail or providing services in our clinics. However, there is a 60 day out clause.
NEW BUSINESS CONTINUED

Motion by Fournier with support by Lang to terminate the contract with Cheboygan County Jail with 60 days notice. Discussion occurred. Peterson would prefer to discuss this in closed session. Roll call vote. Nays – All. Motion failed.

Policy Approval: Bryan and Greer discussed the policies that were distributed for approval.

Motion by Lang with support by LaFleche to accept the policies dated September 18, 2018 as presented. Ayes all, motion carried.

Altman congratulated the staff on their retirement. Fournier stressed that staff should feel free to contact commissioners if necessary.

Motion by Lang with support by Peterson to enter into Closed Session at 12:12 p.m., Ayes all, motion carried. Roll call vote. Ayes – Lang, Peterson, LaFleche, Newman, Gouine, Fournier, Adrian, Nays – Altman.

Return to open session at 1:38 pm.

Motion by Newman with support by Gouine to dismiss the Bryan, Health Officer from her position. Discussion occurred. Normally you would have a discipline process, not an automatic dismissal. Roll call vote. Ayes – Newman, Gouine, Nays – Adrian, Fournier, LaFleche, Peterson, Altman, Lang

Adrian to review Bryan’s contract and come up with a recommendation. Adrian to decide on the committee with his assistance. Adrian will call an Executive Committee meeting before November meeting.

PUBLIC COMMENT:

None.

ADJOURNMENT

There being no further business to come before the Board, motion by LaFleche with support from Lang to adjourn. Ayes all, motion carried.

Adjournment: 1:47 p.m.

Bob Adrian, Chairman

Cal Gouine, Secretary/Treasurer

Judy Greer, Recording Secretary