Health Board Meeting
August 21, 2018

The regular meeting of the District No. 4 Health Board was called to order by Chairman Bob Adrian, August 21, 2018, at 10:00 a.m. The meeting was held in the Conference Room of the District Health Department No. 4, Cheboygan County, Cheboygan, 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, Scott Smith, Karen Nowicki-Compeau

AGENDA:

Add: Executive Board Meeting immediately following this Board meeting.

MINUTES:

Minutes From July 17, 2018 Health Board Minutes: Motion by Peterson with support from Fournier to approve the July 17, 2018 Health Board Minutes as presented. Ayes all, Motion carried.

CLAIMS

July 26, 2018 through August 17, 2018: Motion by Lang with support from LaFleche to approve the Listing of Claims submitted from July 26, 2018 through August 17, 2018. Roll call vote. Ayes all, Motion carried.
PUBLIC COMMENT

None.

ENVIRONMENTAL HEALTH DIRECTOR’S REPORT

Onsite Wastewater Self-Assessment: DEQ acceptance of the DHD4 annual self-assessment of the Onsite Wastewater Treatment Management Program. Each year a self-assessment is completed and forwarded to the State for their review.

SepticSmart Week – Governors proclamation. DHD4 will be providing handouts to individuals through our website and handouts when individuals visit our office.

Commissioner Gouine stated he felt that we are lacking in our inspections which is affecting the building permits. Smith updated the Board on progress on this issue. Smith will continue to review. Gouine suggested a roaming sanitary if budget allows. Altman, once again, expressed his concern with how the fees are calculated for all food service facilities. Smith to perform a comparison on food fee schedule and present to the Board. Smith shared the history on fee calculations and processes used.

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. Fund Balance being used through July 31, 2018 is $140,782.49. Outstanding revenue is approximately $108,000.

Allocations: Greer mentioned that Bryan and herself will be working on the allocation requests and will bring to a future board meeting.

MEDICAL DIRECTOR’S REPORT

Communicable Disease Report: The report for July 1, 2018 through July 31, 2018 was mailed to the Board with the packet for the month
PUBLIC HEALTH NURSING DIRECTOR'S REPORT

**Older Persons:** Grant being accepted. Award determination pending. Millage implications.

**Rabies:** Second Rabies case in a bat identified.

**Animal Bite report:** Have had 20 cases of animal bites being investigated. Takes extra time to complete the paperwork with animal bites.

**Big Latch:** Had the Big Latch event on August 4th and 4 families participated. Received community support for the event. The banners were used at the event.

**Baby Shower:** Education at a baby shower hosted by United Healthcare. They provided the food and gifts for individuals to attend. There were 21 attendees.

**Community Health Assessment:** Staff is working on the Community Needs Assessment. We are in the process of a Regional Community Needs Assessment with organizations in our community.

**Community Connections:** We have a Community Health worker and she was trained under this grant funding. This is a referral resource center. The program will be offered in Cheboygan, Montmorency and Presque Isle counties and focusing on getting individuals into care. Start taking referrals in September.

**SOPHE Script:** Staff have received training to help pregnant women reduce tobacco use. Carbon Monoxide detection device is able to be measured before clients begin and complete the program. We will be providing community education.

**Hearing Program:** Hearing equipment needs. Purchased last equipment over 30 years ago. Wrote a grant for $1,000 to United Way and still looking for additional funding. Cost Based Reimbursement funds can also be used for this.

**Nurse Practitioner resignation:** Nurse Practitioner has submitted letter of intent to retire effective September 14, 2018. Concern is able to replace her position with the current wage for Nurse Practitioner. Peterson questioned contacting AHC or TBCHS. Advertise for the position.

Motion by Lang with support by Peterson to advertise for the position and if that does not work look into the possibility of a contractual position. Discussion occurred. Ayes all, motion carried.
PUBLIC HEALTH NURSING DIRECTOR’S REPORT CONTINUED

Peer Counselor resignation: Peer Counselor has resigned effective August 10, 2018. Currently receiving applications for the vacancy. The position will be split into two positions as previously offered.

Bulletin Board Kits: Received bulletin board kits for breastfeeding and safe sleep. These will be used on our bulletin boards, no external posting.

Thank you notes: Received a thank you note in regard to our Reproductive Health program.

ADMINISTRATIVE HEALTH OFFICER’S REPORT

CQI Alpena Building – Work has begun on the front office secured windows at reception for HIPAA compliant. Wes reported there is a roof issue that will be repaired before winter.

Presque Isle Parking Lot: Bryan updated the Board on the parking lot being redone in Presque Isle. There have been signs directing clients on parking and entrance.

CQI Atlanta Building - Plan update. Costs. No capability for us to move into different space within that building. Upon first visit with owner, there is no secure windows for staff safety. Renovations will focus on maximizing privacy and confidentiality. Was looking a paint, partitions, and secure windows. Upon second visit with owner, there was discussion regarding who would pay, the landlord or the tenant, for the upgrade. He felt that we should cover the costs. We don’t have a current lease with the owner at this time, it has just been carried forward at the same rate. Approximately 1,500 – 2,000 square foot would be needed. Smith stated that we participated in the Active Shooter and came up with some recommendations for improvements. Bryan questioned whether we wanted to paint the building. Montmorency County is willing to pay for the paint and LaFleche will get a quote for painting the DHD4 office. Partitions and security glass to be covered by Cost Based Reimbursement funds. Bryan directed to get a lease with the landlord with and out clause included.

Motion by Fournier with support by Lang to have Bryan begin negotiations on a lease with Mr. Otto for the Atlanta Office to include an out clause. Ayes all, motion carried.

FMLA – FMLA situations continue to arise. Bryan shared the strain this brings to our staff. Adrian questioned whether we could contract with another agency to fill in during the gap. Bryan stated that we could potentially ask HDNW regarding the NP; DHD2 does not have the capacity.
ADMINISTRATIVE HEALTH OFFICER’S REPORT CONTINUED

Chief Health Strategist: PFAS Update. Funding for filters only. No longer paying for water coolers through Culligan. The State needed to standardize the process due to more sites evolving.


OLD BUSINESS


NEW BUSINESS

Policies: Bryan and Greer shared policies and procedures that have been updated. We will be removing 32 policies listed in the motion dated August 21, 2018. The 103 updated policies for approval are also listed in the motion dated August 21, 2018. Meyerson has reviewed all necessary policies.

Motion by LaFleche with support by Fournier to adopt the policies and procedures listed on the motion dated August 21, 2018. Discussion occurred. Roll call vote. Ayes all, motion carried.

Plan of Organization: Plan of Organization is a required document for Accreditation. Powers and Duties. Bryan reviewed the Plan of Organization with the Board.

Motion by Fournier with support by Gouine to approve the Plan of Organization and authorizing Bob Adrian, Chairperson and Bryan, Health Officer to sign the document. Discussion occurred. Ayes all, motion carried.

Strategic Plan 2018 – 2020: Proud to publish and distribute our Strategic Plan 2018-2020. Bryan reviewed the Strategic Plan as presented. This process started last year and all staff were involved. Document is flexible and adaptable with edits. This is a requirement of Accreditation in Powers & Duties. The Strategic Plan is for 3 years.

Altman asked what would happen if we were not accredited. Bryan shared that she felt that funding would be affected and explained her thoughts on the process. Bryan shared how the Strategic Plan can play back to all staff meetings.
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NEW BUSINESS CONTINUED

Motion by Gouine with support by Lang to accept the Strategic Plan 2018-2020 as presented. Discussion occurred. Roll call vote. Ayes – Adrian, Fournier, Gouine, Newman, Peterson, Lang  Nayes – Altman, LaFleche. Motion carried.

Motion by Lang with support by Peterson to go into Closed Session at 11:56a.m. Ayes all, motion carried.

Returned from Closed Session at 12:13 p.m.

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: 12:14 p.m.

Bob Adrian, Chairman

Cal Gouine, Secretary/Treasurer

Judy Greer, Recording Secretary