Health Board Meeting
June 19, 2018

The regular meeting of the District No. 4 Health Board was called to order by Vice-Chairman Bert LaFleche, June 19, 2018, at 10:00 a.m. The meeting was held at Commissioners Room of the Presque Isle County Courthouse, Presque Isle County.

ROLL CALL

Present:
Alpena County: Fournier, Modrzynski
Cheboygan County: Gouine, Newman
Montmorency County: LaFleche, Peterson
Presque Isle County: Lang, Schell

Absent:

Excused: Adrian, Altman

Others Present: Denise Bryan, Scott Smith, Judy Greer, Karen Nowicki-Compeau, Josh Meyerson,

Motion by Lang with support by Peterson to go into Closed Session at 10:02 a.m. to discuss legal issues. Roll call vote. Ayes all, motion carried.

Motion by Lang with support by Peterson to return to open Session at 10:11 a.m. Ayes all, motion carried.

AGENDA CHANGES

Add: Personal Health Director
Motion: Breastfeeding Banner

MINUTES

May 15, 2018 Health Board Minutes: Motion by Fournier with support from Peterson to approve the May 15, 2018 Health Board Minutes as presented. Ayes all, motion carried.

CLAIMS

May 17, 2018 through June 15, 2018: Motion by Lang with support from Peterson to approve the Listing of Claims submitted from May 17, 2018 through June 15, 2018. Discussion occurred. Roll call vote. Ayes all, motion carried.
PUBLIC COMMENT

None.

MEDICAL DIRECTOR’S REPORT

Communicable Disease Report: The report for period May 1, 2018 through May 31, 2018 was mailed to the Board with the packet for the month. The rabies case is a bat that tested positive in Alpena County; a case of whooping cough in Cheboygan; a case of Hepatitis A in Alpena County; and a case of Mumps in Presque Isle County.

PERSONAL HEALTH NURSING DIRECTOR’S REPORT

Hepatitis A outreach material: Materials were developed by DHD4 and distributed to bars, tattoo parlors, smoke shops, adult novelty stores, Porta-A-John Rental Companies and have outreached to Alpena County & Presque Isle: no return calls for Immunizations.

Immunization Report Cards: Nowicki-Compeau shared the ranking for each of our counties compared to the state for the immunization rates. This is a requirement for Accreditation.

Breastfeeding Coalition: Nowicki-Compeau shared information regarding Big Latch On scheduled for August 4, 2018.

WIC Clients Served: Nowicki-Compeau shared the services provided to the communities. She reviewed the handout with the Board. Nowicki-Compeau also provided a food guide for the Board to see what food is offered to our clients through the WIC Program.


Family Planning: Received a letter from MDHHS requesting return of funds $ 6,039 for FY 2017 due to not meeting caseload requirement of 357: Served 307 (86%). This is the second year of not meeting caseload in the Family Planning program. We are working to increase our caseload for FY18. Bryan shared her thought on Performance Management and sharing information with the staff.
ENVIRONMENTAL HEALTH DIRECTORS REPORT:

Beach Monitoring: DHD4 will be monitoring three (3) Great Lakes beaches and two (2) Inland Lakes beaches. We have grant funding to monitor the beaches. We will begin sampling beaches later this month. We are utilizing some funding to provide signage at public beaches regarding safety.

Vapor Intrusion in Alpena and Cheboygan Counties: Last month Smith reported that Cheboygan County had a vapor intrusion site with results pending. A new vapor intrusion site has been identified in Alpena County. It was an old dry cleaner with initial high test levels. More testing is occurring and Smith will update Board as results become available. There is a residential area that may be affected in the Alpena location which may necessitate residents to be voluntarily relocated until mitigation is complete. Bryan shared that the State has some funding to help cover the relocation and mitigation expenses.

Food Facilities Licensing for 2018: Smith stated that food licenses were mailed in April. We have three (3) out of four hundred sixteen (416) licenses that are outstanding. We believe they are out of business and are still in the process of verifying.

Cheboygan Office Workload: Gouine questions if we could send extra coverage to Cheboygan to assist because the septic installers are questioning the pace of our workload. Smith stated that we are providing additional staff assistance in the Cheboygan office at this time. Smith to review the currently workload and make additional assignments to remedy any backlog of applications for water supply and onsite wastewater permits.

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 of Fund balance being used through April 30, 2018 is $126,829.85; a decrease of approximately $90,000 from the previous month.

WIC and Family Planning Audits: The WIC, WIC Peer Counselor and Family Planning desk audits are still pending. They have requested more detail to complete their work.

Meal Reimbursement: Greer updated the Board regarding Meal Reimbursement. By eliminating in-district meal reimbursement, the department has saved approximately $1,257 in the first 5 months of 2018.

MERS Annual Actuarial Valuation: MERS Annual Actuarial Valuation was provided in electronic version. DHD4 is 62% funded going into 2019. DHD4 will share the information with the Union President. We will schedule the MERS Representative to attend the July meeting in Alpena, if available.
ADMINISTRATIVE HEALTH OFFICER'S REPORT

MIHP Townhall Meeting: The MDHHS is having a townhall meeting in Grayling regarding the MIHP program.

Legislative Roundtable: All commissioners should receive an invitation to attend the Legislative Roundtable. This is an opportunity to talk about public health priorities and funding. This is scheduled for July 19, 2018 in Gaylord.

Lead Forum: A regional state lead forum is scheduled for July 11, 2018 in West Branch regarding lead remediation.

Vacation: Bryan will be on vacation the week of July 4, 2018

Atlanta Office: Bryan shared her findings with the Board regarding the Atlanta office.

Adult Day Care Grant: The grant application for the Older Person grant was released in the spring. Bob Adrian noticed that we did not submit the grant application and alerted us. We are going to submit a late application by Wednesday, June 20, 2018. Even if the grant application is accepted, it does not mean that the grant application will be accepted or that we will be awarded any funding as the millage is up for renewal in the August election.

Bryan would like a spreadsheet developed regarding the contracts and grant application and placed in the shared file for reference.

Emergency Preparedness Site Visit: The Emergency Preparedness Site Visits that took place on November 27, 2017 was a success according to the follow up communication that we received.

OLD BUSINESS

State Sanitary Code Update: Smith continues to update the Board on the Statewide Sanitary Code that is currently stalled.

NEW BUSINESS

Motion - Policies and Procedures Approval: Bryan and Greer shared policies and procedures that have been updated. We will be removing the 59 policies listed in the motion dated June 19, 2018. The 13 updated policies for approval are also listed in the motion dated June 19, 2018.
Motion by Lang with support by Gouine to adopt the Policies and Procedures listed with the updates as listed above. Discussion occurred. Roll call vote. Ayes all, motion carried.

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NEW BUSINESS CONTINUED

**Motion: - Business Hours Proposal:** Bryan presented a proposal for new Business Hours to be 8-4 on Monday, Tuesday, Thursday, Friday and Wednesday 8-6pm for DHD4. This could potentially increase revenue with late clinics and EH both open after 5pm. Bryan shared some of the areas that could improve with the change as proposed.

Motion by Lang with support by Fournier to accept the proposed new business hours as presented effective July 9, 2018. Discussion occurred. Roll call vote. Ayes all, motion carried.

**Motion – Breastfeeding Promotional Banners:** Nowicki-Compeau shared the breastfeeding promotional banners with the Board that was provided at the Annual WIC Conference. We would like to have these at events and locations to be determined by Nowicki-Compeau.

Motion by Lang with support by Fournier to allow DHD4 to use the banners provided to the department for promotion in all four counties. Ayes all, motion carried.

ADJOURNMENT

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

Adjournment: 11:45 am

Bert LaFleche, Vice-Chairman

Cal Gouine, Secretary/Treasurer

Judy Greer, Recording Secretary