Health Board Meeting  
May 15, 2018

The regular meeting of the District No. 4 Health Board was called to order by Chairman Bob Adrian, May 15, 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, Scott Smith, Karen Nowicki-Compeau, Josh Meyerson

AGENDA CHANGES

Add: New Business – Leadership Evaluation Forms  
Add: Old Business – Atlanta Clinic

MINUTES

April 17, 2018 Health Board Minutes: Motion by LaFleche with support from Lang to approve the April 17, 2018 Health Board Minutes as presented. Ayes all, motion carried.

CLAIMS

April 18, 2018 through May 11, 2018: Motion by Lang with support from Altman to approve the Listing of Claims submitted from April 18, 2018 through May 11, 2018. Roll call vote. Ayes all, motion carried.

PUBLIC COMMENT

None.
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 March 31, 2018 is $217,555.14.

2017 DHD4 Audit: DHD4 audit occurred on May 3rd & 4th by Straley, Lamp & Kraenzlein. They were onsite for two days and will continue the process at their office.

MEDICAL DIRECTOR’S REPORT

Communicable Disease Report: The report for period April 1, 2018 through April 30, 2018 was mailed to the Board with the packet for the month. There has been a case of whooping cough reported in Cheboygan County last week. Meyerson outlined steps the department is taking to handle this case.

PERSONAL HEALTH NURSING DIRECTOR’S REPORT

BSN Student Presentation: The BSN presented on Opioid Resource and shared the information regarding the Angel Program that is offered through the Michigan State Police.

WIC: The WIC Program is a supplemental nutrition program. It is provided by federal grants for supplemental foods, health care referrals, and nutrition education for low-income pregnant, breastfeeding, and non-breastfeeding postpartum women, and to infants and children up to age five (5) who are found to be at nutritional risk. Other areas offered through the WIC program are Project Fresh, Hemoglobin, blood lead, dental varnish, and dietician services. Nowicki-Commpeau shared that through the WIC program DHD4 contributed $ 957,644.63 to our community. The contribution to each county is Alpena County - $ 448,128.58; Cheboygan County - $ 291,590.51; Montmorency County - $ 109,269.71; and Presque Isle County - $ 180,655.83.

DHD4 is currently under watch at a “C” level. Each county has been tasked to increase their caseload. Our funding is connected to the caseload levels. There is a Continuous Quality Improvement Project in place with measurable metrics. Nowicki-Commpeau is to bring back how many families are served with the food dollars by county. The Board felt that a partnership with MSUE would be a great fit for cooking demonstrations or community gardens.

Immunization Waiver: Nowicki-Commpeau updated the Board on the Immunization Waivers which can only happen at the Health Department on an individual basis. Waiver cannot be offered in the community setting or as a group. We offer vaccines for private insurance as well non-insured individuals. We are required to assess the schools regarding the students being up-to-date on their vaccines.
ENVIRONMENTAL HEALTH DIRECTORS REPORT:

State Sanitary Code: Smith updated the Board regarding the State Sanitary Code and also the lack of funding in the proposal. The DHD4 position paper was shared with the Environmental Health Directors across the state. There were concerns with the proposed legislation by MALEHA that Smith shared with the Board. Smith will keep the Board updated. No Local Public Health Department has prepared a resolution from a Board of Health regarding the State Sanitary Code at this point. At a recent MALPH meeting Meghan Swain, Executive Director, that Northern Michigan presence has slowed down the State Sanitary Code proposed legislation.

Beach Monitoring Programs: Smith presented to the Board an example of safety signs and equipment that potentially can be purchased with Great Lakes Beach Monitoring funds. DHD4 is looking at purchasing signage for 12 beaches. The department is in the process of identifying the beach and contacting the owners of the beach to see if they are interested in maintaining the signage.

Vapor Intrusion: There is a concern with vapor intrusion in Cheboygan County. Smith has been contacted by DEQ and DHHS informing DHD4 that they are doing preliminary testing on the site. Results should be available in a few weeks.

ADMINISTRATIVE HEALTH OFFICER REPORT:

Grievance: Submitted to Step 2.

Regional Community Health Assessment: Work continues on the Community Health Assessment with 31 counties. Funding is primarily from the hospital's dental, and Medicaid Outreach.

Mentoring: Bryan is implementing “Staying Connected” meetings with direct reports and preparing for a consistent evaluation process. Leadership encouraged staying connected with their staff as well.

Legislative Luncheon: Save the Date for Gaylord on July 19th from 11:00 a.m. – 1:00 p.m.

Emergency Preparedness Updates: Bryan shared that during the Michigan Environmental Health Association meeting that was held on May 1st, DHD4 & DHD2 EPC’s presented on the PFAS Response, and did a very nice job.

Alpena PFAS Response Project calls with MDEQ (lead by Randy Rothe) are scheduled to begin on June 13, 2018.

DHD4 has distributed 26 water filters to date; 15 filters installed; 13 water coolers installed.
ADMINISTRATIVE HEALTH OFFICER REPORT CONTINUED:


**Skype Training:** Skype training beginning with staff.

**MALPH:** Discussion occurring on SB897 regarding Medicaid Bill (work requirement); recreational marijuana. Smith shared what he had learned at a past conference regarding regulations on growing the product and strict procedures regarding edibles.

**Alpena Building Renovations:** Met with Wes from Alpena County regarding the renovations for the glass windows to be installed at the Alpena Office.

OLD BUSINESS

**Atlanta Office Space:** Peterson questioned the status of the Atlanta Office. He would like to see something done in that office. Lang stated that all other maintenance in all offices is done by the landlord. There has been some painting in that office recently according to Smith.

Motion by Peterson with support by LaFleche to spend up to $3,000 to improve the office in Atlanta. Discussion occurred.

Peterson withdrew the motion. Bryan is going to begin an assessment of the facility and report back within the next 60 days.

NEW BUSINESS

**Motion – Presque Isle County Lease Agreement Addendum:** DHD4 presented a motion to remove the $210 phone charges from the Presque Isle County Lease Agreement effective June 1, 2018 and make the appropriate adjustments for January – May 2018. The Department had purchased a new telephone system and moved all lines from the County phone bill.

Motion by LaFleche with support by Peterson to remove the $210 phone charges and make appropriate adjustments stated above from the Presque Isle County Lease Agreement. Discussion occurred. Roll call vote. Ayes all, motion carried.
NEW BUSINESS CONTINUED

Motion - Policies and Procedures Approval: Bryan shared policies and procedures that have been updated. We will be removing 1.01.007, 1.01.009, 1.04.001, 2.02.001, 2.02.002, 3.03.014, 3.04.007, 3.04.010, 3.06.005, and 3.07.002b policies as we no longer have home health care and private duty. Also removing 3.04.003 Reclassification and 3.05.002 Compensatory Time as the 2018-2020 Union Contract covers them. Bryan distributed the updated policies 2.04.002, 2.04.003 for approval and a list of minor changes to policies that had previously been approved.

Motion by Altman with support by Lang to adopt the Policies and Procedures listed with the updates as listed above. Ayes all, motion carried.

Motion – Shingrix Vaccination Fee: Greer presented the motion to set the Shingrix Vaccination Fee to be $154.00. This includes the 10% administrative handling fees.

Motion by Lang with support by Peterson to set the Shingrix Vaccination Fee at $154.00. Roll call. Ayes all, motion carried.

Leadership Evaluation Forms: Bryan distributed the Leadership Evaluation forms to the Board. All management and the union president received these last year and now DHD4 will roll out this year.

Motion by Lang with support by Newman to use this as a tool for probationary and annual evaluations.

ADJOURNMENT

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

Adjournment: 11:58 a.m.

Bob Adrian, Chairman

Cal Gouine, Secretary/Treasurer

Judy Greer, Recording Secretary