Health Board Meeting
March 20, 2018

The regular meeting of the District No. 4 Health Board was called to order by Chairman Bob Adrian, March 20, 2018, at 10:00 a.m. The meeting was held in the Cedar Room of the District Health Department No 4, Alpena County, Alpena, Michigan.

ROLL CALL

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

Absent: Fournier

Excused: Denise Bryan, Judy Greer,
Karen Nowicki-Compeau, Scott
Smith, Joshua Meyerson, Nathan
Scott – Union President

AGENDA CHANGES

None.

MINUTES

February 20, 2018 Health Board Minutes: Motion by Lang with support from Gouine to approve the February 20, 2018 Health Board Minutes as presented. Ayes all, motion carried.

CLAIMS

February 7, 2018 through March 20, 2018: Motion by Peterson with support from Lang to approve the Listing of Claims submitted from February 7, 2018 through March 20, 2018. Roll call vote. Ayes all, motion carried.

PUBLIC COMMENT

None.
MEDICAL DIRECTOR’S REPORT

**Communicable Disease Report:** The report for February 1, 2018 through February 28, 2018 was mailed to the Board with the packet for the month.

Meyerson distributed a handout entitled “The Epidemic of Hepatitis C Virus Infections in Young Adults in Michigan”. Meyerson reviewed areas of importance within the article. He stated that our area has higher rates than other areas in the State of Michigan. Hepatitis C is very treatable and curable now; however, it is very expensive to receive the treatment.

**Bovine TB:** There has been some discussion at the State level for more Bovine TB testing as done in the past.

Meyerson talked about Opioids and shared his knowledge on the topic.

PERSONAL HEALTH NURSING DIRECTOR’S REPORT

**Hepatitis A Outbreak Funding:** Nowicki-Compeau updated the Board on funding of $20,000 that the Department has received for the Hepatitis A Outbreak. We are not in the region of the outbreak. The funding will be used for community outreach to provide education and potential increase in vaccinations. Adrian stated that he felt it would be beneficial if a press release was done on the grant award.

ENVIRONMENTAL HEALTH DIRECTOR’S REPORT

**Right of Entry:** Smith shared information regarding the Right of Entry. One topic that legal counsel suggested is that we make sure that we have permission to enter property. The Department is in the process of changing our policy. We are going to have the property owner sign authorizing the entry to the property to provide the necessary services as requested. We will be sending letters to our licensed contractors.

**Statewide Sanitary Code:** Representative Lower is working on a Statewide Sanitary Code proposal. DHD4 has a local Sanitary Code. Smith meets quarterly with Environmental Health Directors and they have concerns for the legislative process and hidden costs to residents. Smith is going to keep the Board updated.
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. The amount of fund balance being used as of January 31, 2018 is $89,430.64.

Revenue/Expenditure by Program: Greer mailed with the Health Board packet the monthly summarized Revenue and Expenditure report by program.

ADMINISTRATIVE HEALTH OFFICER’S REPORT

County Health Rankings: Bryan distributed the County Health Rankings with the packet for today’s meeting. Bryan compared current County Rankings to last years’ rankings.

Memorandum of Understanding: Bryan shared the purpose of the Memorandum of Understanding with the Alliance.

Motion by Lang with support by Altman to enter into the Memorandum of Understanding and authorize the Board Chair to sign the document. Ayes all, motion carried.

Summary of Work Related Injuries and Illnesses: Greer updated the Board on the Summary of Work Related Injuries and Illnesses. There was one recordable case that resulted in zero (0) days away from work. Bryan will report quarterly to the Board.

PFOS/PFOA Updates: Graphs for MDHHS weekly report are sent. Per MDEQ, Schools that have wells will be tested for PFOS/PFOA. There have been 10 filter systems installed and 10 home water coolers through Culligan installed.

Emergent Contaminant Conference: Bryan stated that the conference was an excellent learning opportunity and networking. Wurtsmith was profiled in many sessions that she attended.

Legislative Advocacy: The Day at the Capital is scheduled for April 18, 2018. There is a Legislative Open House scheduled for July 19th in Gaylord and July 18th in Big Rapids.

Projects: Projects that are being focused on are the Annual Report, Plan of Organization, Strategic Planning, and Accreditation Prep for November 2018. This also includes a design meeting for Regional Community Health Assessment (CHA). The Alliance is seeking funding for the CHA.
ADMINISTRATIVE HEALTH OFFICER’S REPORT CONTINUED

Alpena Building Meeting: Scheduled a meeting with Wes from Alpena County set for April 4, 2018 at 8:30 a.m.

All Staff Meeting: The All Staff meeting is scheduled for April 12th at the Black Lake Club in Onaway. We need a definite number on count. Bryan shared that this year we will recognize employee service years via service pins.

New President: Nathan Scott has been elected the AFSCME President.

Insurance Cost Containment Committee: The following individuals will be involved with the Insurance Cost Containment Committee: Nathan Scott, Janemarie Provo-Weick, Zach Birmingham, and Julie Tolan along with management.

Emergency Preparedness: There will be an exercise this week on ordering mass supplies for a scenario. There will also be a 1.4% decrease in funding for next fiscal year.

Logo Options: Some staff has stated that our logo is outdated, and leadership to consider other options. If a different logo is desired, final designs will be brought to the Board.

Mission Statement: Bryan discussed a revised mission statement options.

OLD BUSINESS

Cheboygan Office Lunch Status Update: Bryan updated the Board on the Cheboygan Office lunch status. Clerks are the individuals determining if the office needs to be closed on a day-to-day basis. February had 42% close rate; March first 2 weeks – 80% close rate. The concern is for substandard customer service. Lang asked if there was a week that is busier, Nowicki-Compeau to provide the information to Lang. Recommended that we collect data as to how many individuals are served when open between 11 am – 1pm. Potential variation on the days that the office would be open at lunch is a consideration. Bring back to the May Board meeting.

Family Planning Fees: During the Family Planning Audit it was determined that we needed a letter of understanding with our Board that we do not charge the amount that is calculated in the Family Planning Cost Study. If we were to charge the calculated rate, we would not collect it due to the fee being so high. The funding that helps cover the cost of the family planning services is the cost based reimbursement, insurance fees and client fees.

Motion by LaFleche with support by Lang to authorize District Health Department No. 4 to charge 20% of the Family Planning Cost Study rates. Roll call vote. Ayes all, Motion carried.
NEW BUSINESS

**Alternative Treatment Systems (ATS):** Smith updated the Board on the Alternative Treatment Systems. Smith included the policy and procedure was included in the packet. It is cost neutral to the agency. Efficiencies will be created with this policy.

Motion by Lang with support by Gouine to adopt the Alternative Treatment Systems (ATS) Policy 7.02.011 as presented. Ayes all, motion carried.

**Organizational Charts:** The Organizational Charts was distributed with the packet. There is a traditional organizational chart and a service-model organizational chart.

Motion by Lang with support by LaFleche to approve the Traditional Organizational Chart and the Service-model chart as presented. Ayes all, motion carried.

**Policies and Procedures Annual Approval:** Bryan shared policies and procedures that have been updated. We will be removing 1.07.002 & 1.07.005 policies as we no longer have home health care. Bryan distributed the updated policies 1.06.002, 1.06.004, 1.07.001, 1.07.003, 1.07.004. The Administrative Services Director will be designated as the FOIA Officer.

Motion by Peterson with support by McDonald to adopt the Policies and Procedures listed with the update above. Ayes all, motion carried.

Motion by Lang with support by LaFleche to go into Closed Session to discuss Legal Matters at 11:52 a.m. Roll call vote. Ayes all, motion carried.

Entered Closed Session at 12:03 p.m.

Motion by Lang with support by Altman to return to regular session at 12:44. Ayes all, motion carried.

Motion by Peterson with support by Lang to write a letter to Attorney Bauer regarding the letter received. Ayes all, motion carried.

Motion by Lang with support by Peterson to stay with the Adopted ratified contract. Roll call vote. Ayes all, motion carried.

Motion by Lang with support by Gouine to spend up to $500 to write a letter regarding breach of contract letter regarding the MyInsight software. Discussion occurred regarding the funding amount. Roll call vote. Ayes all, motion carried.
ADJOURNMENT

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

Adjournment: 12:52

Robert Adrian, Chairman
Cal Gouine, Secretary/Treasurer
Judy Greer, Recording Secretary