Health Board Meeting
January 16, 2018

The regular meeting of the District No. 4 Health Board was called to order by Chairman Stephen Lang, January 16, 2018 at 10 a.m. The meeting was held in the Conference Room, Thunder Bay Community Health Services, Hillman, and Montmorency County.

ROLL CALL

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

Absent:

Excused:

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

ELECTION OF OFFICERS:

Chairman Stephen Lang assumed the Chair to initiate the Election of Officers.

Chairman: Adrian was nominated for Chairman by Fournier.
Motion to close nominations made by Peterson with support from Gouine. Ayes all, motion carried.
Adrian was elected Chairman by unanimous vote.

Chairman Adrian assumed the chair to conduct the remainder of the Officer elections.

Vice-Chairman: LaFleche was nominated for Vice-Chairman by Fournier.
Motion to close nominations was made by Gouine with support from Lang. Ayes all, motion carried. LaFleche was elected Vice-Chairman by unanimous vote.

Secretary-Treasurer: Gouine was nominated for Secretary/Treasurer by Newman. Motion to close nominations was made by Newman with support from Peterson. Ayes all, motion carried. Gouine was elected Secretary/Treasurer by unanimous vote.
AGENDA CHANGES:
Add: New Business: D. Maintenance – Alpena Building

MINUTES

December 19, 2017 Health Board Minutes: Motion by Fournier with support by Altman to approve the December 19, 2017 Health Board Minutes as presented. Ayes all, motion carried.

CLAIMS

December 27, 2017 through January 12, 2018: Motion by Lang with support by LaFleche to approve the Listing of Claims submitted from December 27, 2017 through January 12, 2018. Roll call vote. Ayes all, motion carried.

PUBLIC COMMENT

None.

ENVIRONMENTAL HEALTH DIRECTOR’S REPORT

Cheboygan Sanitarian: Joseph Scheele has been hired for the Cheboygan Environmental Sanitarian position. He began employment on January 3, 2018. Smith explained his training schedule.

Self-Assessment Review: Smith updated the Board on the Self-Assessment of the Private and Type III Water Supply Program acceptance by the DEQ. Smith highlighted areas of work that are reviewed during the self-assessment.

ADMINISTRATIVE SERVICES DIRECTOR’S REPORT

Revenue/Expenditure and Trial Balance Report: Greer mailed the Revenue, Expenditure and Trial Balance Reports to Health Board members with the notice of the meeting for review. Amount be deducted from Fund Balance as of November 30, 2017 is $49,955.10.

Business Telephones: We have received our new telephones and began using them on Thursday, January 11, 2018. We are still working on getting the apps on the mobile telephones due to field staff no longer having a desk telephone.
ADMINISTRATIVE SERVICES DIRECTOR’S REPORT CONTINUED

Budget: Greer explained the process of closing the 2017 budget year and the preparation of the 2018 budget to begin reporting by program. Discussion occurred regarding coverage when Greer is not available.

Policy Update: Greer distributed a listing that included all the new and revised policies for 2017. All policies are available for review if necessary.

Motion by Lang with support by LaFleche to approve the listing of new and revised policies as presented. Discussion occurred. Ayes all, motion carried.

Motion by LaFleche with support by Fournier to have Executive Committee work on coverage in Director’s absence for cross training and ability to cover workload. Ayes all, motion carried.

MEDICAL DIRECTOR’S REPORT

Communicable Disease Report: The report for December 1, 2017 through December 31, 2017 was mailed to the Board with the packet for the month. Influenza season is at its peak and widespread this time of year.

Hepatitis A: Meyerson shared a letter that will be distributed today to area providers regarding the Hepatitis A outbreak. We have a case in Montmorency County that was reported last week. The hospitalization rate is 80% on Hepatitis A cases.

PFAS – Health Care Provider Training: Meyerson reported that most of the residential wells that were tested did not exceed the EPA limits. Meyerson wanted the providers to have the updated information. Meyerson, Bryan, and Smith attended a session in Lansing to get the information out to the providers across the state regarding the PFAS. Meyerson has a letter that will be going to providers today regarding the PFAS contamination and the town hall meeting that will be Thursday, January 18, 2018.

Lang questioned the availability of the filters and the spread of the contamination. District Health Department No. 4 will be supplying the filters and have them installed by a licensed plumbing contractor. This will be funded by the funding received through the State of Michigan and Water Recovery funding. We also have water available for those individuals who do not want to drink their water until the filter is installed or if they are still waiting for sample results. We are also including one filter change.

Lice: Meyerson reported that he did contact the Hillman Community Schools regarding the Lice concern that was brought up last month.
PERSONAL HEALTH NURSING DIRECTOR'S REPORT

**Hepatitis A:** We are working with our Regional Epidemiologist regarding the Hepatitis A case. Letters have been sent to contacts to ensure care is received immediately.

**Staffing:** Nicole Acha was hired for the Alpena RN position for the Adult Day Care Nurse Manager. She will also work in clinics including Family Planning and HIV Prevention. She began work on Monday, January 8, 2019

**HIV Testing:** DHD4 provides HIV testing in all counties on a walk-in basis as long as staff availability. The results are received in 30 minutes. Sheriff Paschke will be in contact with Nowicki-Compeau regarding the possibility of using the department for such services.

ADMINISTRATIVE HEALTH OFFICER'S REPORT

**Letter of Agreement:** The Letter of Agreement regarding the four hours additional Christmas Eve holiday in place of increased banked hours is awaiting a vote by the union membership. Bryan will report back next month.

**Charters:** Our next step is to develop Charters for the Administrative Team. Would like to discuss this after the March meeting with the Executive Committee.

**Strategic Planning:** Strategic Planning to update our Mission Statement, Organizational Chart, and new logo to be considered. Plan of Organization needs to be updated and received Board approval. Policies and Procedures will have a final edit for Health Board in February. Accreditation will take place in November 2018.

**CHIR Work:** Community Health Worker is a Certified Outreach Referral/Linkages Worker. Bryan shared the responsibility of a Community Health Worker. Nowicki-Compeau will be working on a plan for the funding that we will receive from Northern Health Plan.

**Region 7 Local Public Health Mutual Aid Agreement:** Bryan distributed the Mutual Aid Agreement and highlighted the importance of such document.

**Bovine TB:** Counties within DHD2 and DHD4 have Bovine TB concerns. Cori Upper from DHD2 will attend the meeting for both agencies that will be held Tuesday, January 16, 2018.

OLD BUSINESS

None.
NEW BUSINESS

**Board Appointment of Delegate and Alternate to MALPH Board of Directors:** Currently the MALPH Bylaws require that the Delegate and Alternate must be the Health Officer and a jurisdictional member.

Motion by Lang with support by Altman to appoint Bryan the Delegate and Chairman Adrian the Alternate to the MALPH Board of Directors. Ayes all, motion carried.

**Appointment to Executive Committee:** Chairman Adrian assigned officers to sit on the Executive Committee. The following was determined:

- Alpena County - Adrian
- Cheboygan County - Gouine
- Montmorency County – LaFleche
- Presque Isle County - Lang

**2018 Meeting Schedule:** The 2018 Meeting Schedule was mailed in the packets to Health Board Members.

Motion by Peterson with support by Fournier to adopt the 2018 meeting schedule as presented. Ayes all, motion carried.

**PFAS Conference:** Adrian received information regarding a PFAS Conference in Colorado. Adrian would recommend that we split the cost with DHD2 and send Bryan to the Emergency Contaminants Conference in Colorado.

Motion by LaFleche with support by Lang to send Bryan to the Emergent Contaminants Conference in Colorado using PFAS – Emergency funding. Roll call. Ayes all, motion carried.

**Maintenance – Alpena Building:** Fournier gave an update on the maintenance of the Alpena Building. The elevator repair cost $18,000 and another $12,000 to come. The soffit was ripped away from the building in the past and the roof is now beginning to rot. She felt that the furnace is going to need repairs. Several bulbs and ballasts were replaced. Fournier requested a copy of maintenance records and Adrian attempted to explain the position of the department. Adrian felt that the maintenance committee should meet soon. The committee consisted of Commissioners Habermehl and Adrian and County Maintenance Wilder as well as Health Officer Bryan.

**PUBLIC COMMENT**

None.
ADJOURNMENT:

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

Adjournment:

Robert Adrian, Chairman

Cal Gouine, Secretary/Treasurer

Judy Greer, Recording Secretary