Board of Health Meeting Minutes
March 17, 2020

The regular meeting of the District No. 4 Health Board was called to order by Chairman Robert Adrian, March 17, 2020 at 10:00 a.m. The meeting was held in the Large Conference Room, on the 2nd floor of the Alpena County Library, Alpena, MI.

ROLL CALL

Present: Alpena County: Adrian, Fournier
Cheboygan County: Newman
Montmorency County: Girardin
Presque Isle County: Altman, Gapczynski

Absent: Gouine, LaFleche

Excused: Peterson

Others Present: Denise Bryan, Judy Greer, Dr. Meyerson
Kevin Prevost, Matt Radocy, Nathan Scott,
Cathy Goike

AGENDA CHANGES:

None.

MINUTES

February 18, 2020 Health Board Minutes: Motion by Gapczynski with support by Fournier to approve the February 18, 2020 Health Board Minutes as presented. Ayes all, motion carried.

CLAIMS

PUBLIC COMMENT

None.

MEDICAL DIRECTOR’S REPORT

Communicable Disease Report: The report for February 1, 2020 through February 29, 2020 was mailed to the Board with the packet for the month.

Meyerson felt that this is our time to lead. He is impressed with the staff stepping up and leading this pandemic. Everyone is taking on new responsibilities. Meyerson is confident that Northern Michigan will get through this. Public Health is going to do what we need to do and provide services differently.

Michigan has reported 53 cases of COVID-19. The report will be updated each day. Meyerson was notified last night that Leelanau and Otsego have a positive COVID19 case. There was previously one case reported in Charlevoix County. Currently, we do not have any cases in our district.

ENVIRONMENTAL HEALTH DIRECTOR’S REPORT

Non-Community Water Supply: Prevost met with Todd Brookens, EGLE Representative, on February 26, 2019 to follow up on our Non-Community Water Program. The outcome was very positive as anticipated. Sanitarians Kyle Keller and Tim Brown were also presented. DHD4 met all program MPR’s.

Montmorency County Sanitarian: The Montmorency County Sanitarian position remains open. Have a few resumes of interest. One candidate with experience was interviewed and offered the position, however, declined.

Tim Brown will continue to travel to Montmorency County one day a week to handle food service inspections and pending permit applications.

Staff Meeting: Prevost plans on one more staff meeting to iron out assignments and duties for the upcoming high demand season.

Altman asked if there would be potential to offer a two week extension on food license.

Motion by Altman with support by Gapczynski to offer a two week extension to pay food license fee pending approval of MDARD. Ayes – all motion carried.
DEPUTY HEALTH OFFICER’S REPORT

Revenue and Expense Report: Greer spoke about the Revenue, Expenditure and Trial Balance Reports to Health Board members from January 1, 2020 through January 31, 2020. The fund balance being used as of January 31, 2020 is $55,064.96 which is expected during the first part of the year.

WIC funds by county: Greer shared with the Board that WIC food funds that are spent in our communities for DHD4 in 2019 was $857,131.57. The breakdown by county is: Alpena - $382,597.04; Cheboygan - $286,091.22; Montmorency - $98,789.98; and Presque Isle - $89,653.34.

ADMINISTRATIVE HEALTH OFFICER’S REPORT

Bryan wanted to thank the Alpena County Library for the use of the room during this time.

COVID-19: Teamwork a dedicated response. Bryan introduced the WATCH team that is in the trenches working on this pandemic. They are: Matt Radocy, Emergency Preparedness Coordinator; Cathy Goike, Health Education, PIO Duties; Nathan Scott, IT and the nurses. We were in a modified incident command for the past several weeks. The time frame to have the best impact is now. Bryan’s goal is to have no COVID19 deaths. We have test requests for 26 individuals. Once tested, the person is in isolation along with household contacts. We do not have enough testing supplies causing consultation to our nurses whether testing should be done. Bryan shared the steps that are occurring at the State level. There is a SNS to be released to us, thus working with our community to distribute. The essential services must stay operational. We are screening before staff go into homes for visits.

It is a potential that we could lose 1/3 of our employees due to isolation, child care, and other reasons. Bryan assured them that the Board will support them and do the best that we can. Communication is shared with staff regularly. Bryan is participating in calls with the State, labs, epi’s every day at 7:30 a.m.

Lab staff contact providers along with results faxed to public health. Bryan will notify the Board Chair and appropriate County Commissioners when a positive case occurs in DHD4 jurisdiction. Meyerson will be notified at the same time as the Health Officer. Struggling with criteria to release people from isolation and will seek MDHHS guidance for when is it safe. Incident command is set up to be three deep.

Commissioner Newman stated that Cheboygan County Board and EOM – feel that Bryan has been spot on. He stated that she has offered her staff kudos and Newman offered kudos to Bryan. Everyone at the Cheboygan County departments has gotten what they needed from Bryan.
**Nurse Leadership:** Temporary contract for Nurse Leadership. An individual has approached Bryan to assist with Nursing Director or Supervision during this transition time. Has emergency preparedness experience, instructing program on community health and working in community health as well. This individual would like to work around 20 hours/week; however, circumstances may have changed due to no school. Related to COVID-19, previous nurses are reaching out to us offering their help and that their license is still active.

Motion by Altman with support by Newman to enter into a contract with the Nursing Leadership position. Adrian would update the Executive Committee on the individual should this occur. Ayes all, motion carried.

**NMRE Grant:** NMRE Grant for shared Epidemiologist with DHD2 & DHD4. Meeting scheduled for March 25, 2020. This position would cover 8 counties. Jodi Beauchamp in Cheboygan County would be available to assist with grant writing according to Newman. Newman stated we could reach out the County Coordinator.

**Cheboygan Drug Free Coalition:** Grant support/fiduciary. Focus is youth prevention. This is something that will take an entire year of work to create grant eligibility.

**RD:** Full-time RD to begin March 30, 2020. The RD will be designated as the WIC Coordinator.

**Director/Supervisor:** Continuing with interviews for Nursing Director and Supervisor positions.

**Vaccine Loss:** PI. Unavoidable circumstances.

**EPC Exercises:** Ongoing discussion regarding closed PODS and other exercises to prepare.

**ADC Closure:** Bryan is making a recommendation that the ADC is closed effective today. They are our vulnerable population. Would recommend closing until April 5, 2020.

**County Building Essential Services:** Cheboygan County is looking at going two deep and working other shifts. Presque Isle County Courthouse will be closed effective 12pm today. Alpena County is keeping county buildings as clean as possible. Alpena County had a call with major community players to bring them all together and on the same page. Alpena County Courts will be cutting back on services to essential necessary.

**OLD BUSINESS**

None.
NEW BUSINESS

Organizational Chart Update: Bryan distributed the updated Organizational Chart.

Motion by Altman with support by Fournier to accept the Organizational Chart as presented. Ayes all, motion carried.

Motions - Policies: Greer submitted a motion to update (2) policies and delete (9). Motion to approve Newman by with support by Altman to approve all updates and deletions for March 20, 2020. Ayes all, motion carried.

Motions - Policies: WIC Clinic & Home Visitation Disease Plan to Mitigate Airborne Transmission Outbreaks: Greer submitted a motion to approve the new policies. Motion by Fournier with support by Gapczynski to approve the new policy as presented. Ayes all, motion carried.

PUBLIC COMMENT

None.

ADJOURNMENT:

There being no further business to come before the Board, motion by Fournier with support by Altman to adjourn at 11:30 a.m. Ayes all, motion carried.

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Robert Adrian, Chairman                                            Michael Newman, Secretary/Treasurer
                                                                                         Judy Greer, Recording Secretary