

District Health Department No. 4
Board of Health Meeting
Commissioners' Room, Presque Isle Co building
Rogers City, MI.
January 18, 2022 at 10:00 a.m.

ROLL CALL OF BOARD MEMBERS: **Present** Adrian, Osbourne, Newman, Warfield, Balog, Stacey, Altman, and Gapczynski. **Absent:** Fournier

Staff Present: Bryan, Keen, Spivey, Bartz, Alexander, Prevost, Modrzynski, Engle, and Scott.

The meeting was called to order by Board Chair Adrian at 10:00 a.m.

ELECTION OF OFFICERS: Board Chair Robert Adrian assumed the Chair to initiate the Elections of Officers.

Chair: Altman was nominated for Chair by Newman with support from Stacey. Balog was nominated for Chair by Altman with support from Warfield. Adrian nominated by Newman with support by Altman. Secret ballot vote revealed top two candidates. Second secret ballot vote ended in tie with Altman and Balog each receiving 4 votes. Balog conceded to Altman. Altman assumed the Chair. Altman thanked Commissioner Adrian for his leadership and service.

Vice-Chair: Newman was nominated for Vice-Chair by Warfield with support by Gapczynski. Balog was nominated for Vice-Chair by Newman with support by Gapczynski. Secret ballot vote. Balog was elected Vice-Chair by a majority vote.

Secretary-Treasurer: Adrian was nominated for Secretary-Treasurer by Balog with support from Newman. Ayes all, motion carried. Adrian was elected Secretary-Treasurer by unanimous vote.

Executive Committee: Newman was nominated to the Executive Committee by Adrian with support by Warfield. Ayes all, motion carried. Newman will serve on the Executive Committee.

Agenda Changes: Motion by Newman with support from Adrian to add MERS Corrective action plan to the Old Business agenda. Ayes all, motion carried.

Approval of Minutes: Motion by Gapczynski with support from Adrian to approve the December 21, 2021 Board of Health minutes as presented Ayes all, motion carried.

Board of Health Meeting Dates 2022: Motion by Gapczynski with support from Adrian to approve the 2022 meeting dates as presented. Ayes all, motion carried.

Claims: December 13, 2021 – January 14, 2022- Question by Balog on Alpena Chamber of Commerce membership, and Chamber membership in other counties. Bryan responded that DHD4 is also a member of the Cheboygan Area Chamber of Commerce. Motion by Gapczynski with support from Adrian to approve the Listing of Claims submitted from December 13, 2021-January 14, 2022. Roll call vote. Ayes all, motion carried

Public Comment: None

Medical Directors Report: Meyerson also provided Commissioners with handouts on Medical Director Roles and Responsibilities and Core Functions in his absence.

- **Communicable Disease Report:** Meyerson provided documentation of communicable disease rates in the DHD4 counties to be distributed in his absence.

Financial Updates:

- **Budget Comparison:** Alexander provided the Commissioners with a side-by-side comparison of the 2021 and 2022 revenue and expenses in the budgets. Discussion on specific grants and end dates. Motion by Altman with support by Adrian to receive and file Finance Director's report. Ayes all, motion carried.
- **Revenue/Expenditure and Trial Balance Report:** Alexander reported the Revenue/ Expenditure and Trial Balance Report was presented to the Health Board commissioners for their review. Fund Balance surplus as of November 30, 2021 is \$744,417.25.
- **Finalizing Fiscal Year:** Alexander reports currently closing out fiscal year 2021. W2's will also be out soon.
- **Lab fees:** Prevost reports Northern Michigan Regional Laboratory have increased cost of water sample bottles. Increased not passed on to local residents.

Continued Quality Improvement:

- **Workforce Development:** Bryan updated on All Staff Training held virtually on January 13th for HIPAA, EPA, MI-OSHA, Infection control, PPE, Sexual Harassment, Budget, and Safety.
- **Fit Testing:** Fit testing is now complete in all counties per Modrzynski.
- **Electronic Medical Record:** Funding for new EMR from grant has been cut per Bryan. She is seeking alternative funding from MDHHS. Sunsetting current EMT by 2022.
- **Collaboration:** Bryan updated the Commissioners on work collaborations among staff on creating procedures, identify tasks and back-ups. Increasing attention to public health programming and facilitating budget knowledge.
- **IT:** Scott provided Commissioners with an IT overview. Future needs identified. Windows 10 end of life set for Oct 2025, upgrades needed on approximately 25 computers. Commissioners suggested a wish list. Fiber upgrades for all locations discussed. Health Officer asked for a motion to proceed with fiber upgrade. Balog made the motion with support from Warfield. With further discussion, Balog and Warfield withdrew votes. Adrian would like to explore shared fiber options with Alpena County. Commissioners asked Scott for an engineered plan with estimated costs associated with these needs at the next Board meeting. Health Officer updated on ESET Endpoint Protection Advanced Cloud, co-termed with our current electronic protection security and renews on 1/29/24 for approximately \$2300. Commissioners agreeable.

Community Health Strategist:

- **Community Events:** Spivey updated the Board of the number of Covid-19 cases and deaths in all counties. Extensive data also provided on overall deaths in all counties for 2010-2020 broken down by county and as a State.
- **Pandemic:** Modrzynski updated the Board on testing/vaccination events and outreach to vulnerable populations. Pandemic moving to endemic. Bryan provided updated on CDC and MDHHS decisions and happenings.
- **Contract Tracing:** Spivey noted pivot on case investigation and contract tracing to focus on schools, long-term care, jails, and other congregate settings. Hotline will remain active as cases increase and need is still there.
- **Medical Marijuana:** Education grants for all four counties have been submitted per Spivey.
- **Harm Reduction:** Keen updated the Commissioners on current Harm Reduction focus and collaboration efforts.
- **Community Connections:** Engle updated the Commissioners on referrals being received from McLaren on Health Maintenance clients. Discussion on financial implications and community needs.
- **Radon:** Prevost reported January is Radon Action Month. DHD4 collecting food donations for Radon testing kits. Food donations will be given to local food pantries per Prevost.
- **Increased Activity:** Prevost reported increased activity for all Environment Health programs across all counties. Prominent land use program increases in Presque Isle for the third year in a row. Overall increase of over 60% across the District over the last four fiscal years in land use programs.
- **Active Shooter training:** Modrzynski is collaborating with schools and law enforcement in future trainings, as well as facilitating drills in all four District Health Department offices.
- **MiThrive Community Health Needs Assessment:** Spivey provided extensive data on data collection for Northeast region on ten theses. This information was an 18-month process and will be used for future grant applications and accreditation purposes.

Old Business:

MERS Corrective Action: Bryan received notification from MERS on liability increase for 2022. Discussion on current payments with incorporation of corrective action plan, rate of return decrease, and challenge to adequately fund. Finance Director will continue to have oversight.

New Business:

New Service & Policy:

Motion to approve policy 6.20.001 regarding Naloxone Guidance. Motion by Newman supported by Gapczynski to approve Naloxone Guidance policy 6.20.001 as written. Roll call vote. Ayes all, motion carried.

MALPH: Bryan approached the Board to continue to represent DHD4 in MALPH (Michigan Association for Local Public Health) with Prevost as her backup. Adrian made a motion to allow Bryan to represent DHD4 in MALPH with Prevost as her backup. Newman seconded the motion. Ayes all, motion carried.

PUBLIC COMMENT: None.

ADJOURNMENT: There being no further business to come before the Board, motion by Gapczynski with support from Osbourne to adjourn at 12:05pm. Ayes all, motion carried.

Carl Altman, Chair

Bob Adrian, Secretary/Treasurer

Kendra Bartz, Recording Secretary