

District Health Department No. 4  
Board of Health Meeting  
100 Woods Circle, Alpena, MI  
February 15, 2022 at 10:00 a.m.

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

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

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

**Agenda Changes:** None

**Approval of Minutes:** Motion by Gapczynski with support from Warfield to approve the January 18, 2022 Board of Health minutes as presented Ayes all, motion carried.

**Claims: January 15, 2022-February 10, 2022** Motion by Gapczynski with support from Osbourne to approve the Listing of Claims submitted from January 15, 2022 – February 10, 2022. Roll call vote. Ayes all, motion carried

**Public Comment:** None

**Medical Directors Report:** Meyerson provided Commissioners with handouts on Medical Director Roles and Responsibilities and Core Functions.

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

**Financial Updates:**

- **Payroll Backup:** Alexander informed Commissioners on plan for staff training for backup payroll.
- **Finance Report:** Alexander presented the Revenue/Expenditure and Trial Balance Report to the Health Board Commissioners for their review. Fund Balance surplus as of December 31, 2021 is \$650,597.22. Motion by Osbourne with support from Gapczynski to approve the Finance Report as presented. Ayes all, motion carried.
- **Finalizing Fiscal Year:** Alexander reports 2021-year end is complete. Bryan informed Commissioners Alexander will observe DHD2 audit process to prepare for DHD4 future audits and detailing of finances.
- **2020 Cares Act:** Bartz informed Commissioners on recent IRS request to document staff utilization of 2020 Cares Act unemployment.
- **Legislation Update:** Bryan updated Commissioners on recent legislation supplemental funding, awaiting amount.
- **Children's Special Health Care Services (CSHCS):** Bryan informed of increase funding needs due to increased community case load and will advocate via MALPH for increase revenue.
- **Registered Dietician:** Bryan updated Commissioners on current contract update needed.
- **COVID Events:** Bryan reported the authorization of utilizing COVID funding to pay Knights of Columbus in Cheboygan for reasonable/justifiable reimbursement for January-March testing events at \$500 per month, for a total of \$1500.00.

**Continued Quality Improvement:**

- **Workforce Development:** Bartz updated the Advisory Staff Committee meeting again, and quarterly virtual all staff meetings being held. Also, future in-person all day training being planned.
- **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.

- **Health Resource Advocate (HRA):** Spivey updated Commissioners on HRA grant funded positions hiring and county assignments.
- **Employee Orientation and Retention:** Bartz is enjoying her Human Resource Supervisor position. Noted compiling data and review options in competitive job market. Also reviewing application, onboarding, and orientation process to be consistent and up to current legal standards. Bryan noted language important for Equal Employment Opportunity and making applying as streamlined as possible.

### **Community Health Strategist:**

- **COVID Epi:** Spivey updated the Board of the number of Covid-19 cases and deaths in all counties. Current response focus on educating/supporting congregate settings. Spivey also noted new geospatial surveillance for outbreak monitoring by MDHHS.
- **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 new goals.
- **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.
- **DIAL-** Disability Information and Access Line- National/State/Local collaboration to assist people living with disabilities get vaccinated and access to COVID tests.
- **MiCelerity-** Spivey updated Commissioners on real-time drug poisoning surveillance system by MDHHS.
- **Breast-Feeding Friendly Workplace Space:** Engle reported a Lactation Spaces Grant received in 2021 for \$1000 and plans for where this will be accessible for all moms using the building. Health Officer to discuss with Alpena Administrator.
- **Cheboygan Active Shooter/Workplace Violence Drill:** Modrzynski updated Board on recent training held in Cheboygan office and Cheboygan middle school training observation invite. Newman praised Modrzynski on community collaboration and completing training in Cheboygan office.
- **Radon Action Month:** Prevost reported successful food donation collection for local food banks in exchange for Radon test kits.
- **Northern Michigan Opioid Response Consortium (NMORC):** Bryan & Spivey explained NMORC prevention/harm reduction program, recovery and work force development. Settlement dollars advocacy via Dr. David McGraham.
- **Court-Ordered Testing:** Keen discussed updated protocol and processes regarding the testing. Keen assessing with staff the process, and the updated policy/procedure will be brought to the Board in March.
- **Cannabis Regulation:** Bryan reported State regulation seems to be shifting in both food and CBD oversight.
- **Communicable Disease:** Meyerson updated Commissioners on current activity in DHD4 communities. Gapczynski asked for masking mandate update. Bryan stated MDHHS providing update soon, and likely the language of masking will be individual choice except for vulnerable congregate settings such as jails, long term care.
- **National Wellness Institute:** Bryan informed Commissioners she and her colleague are one of fifty (50) teams chosen to participate in National Council for Mental Wellness curriculum and in April a conference in Washington, D.C. at no expense to DHD4.

### **Old Business:**

**IT/Fiber:** Scott presented proposal for information technology fiber package for all four counties. Proposal would bring all counties up to minimum federal requirement of 100/100 Mbps with a three (3) year contract. Altman inquired about timeline. Scott replied proposal is for July 1<sup>st</sup> live date. Motion to approve proposal as presented by Osbourne with support from Gapczynski. Role call vote. Ayes all, motion carried.

### **New Business:**

#### **Cheboygan Lease:**

Motion to approve the five (5) year Cheboygan County lease for facility as written. Motion by with Newman support by Osbourne to approve Cheboygan County lease as written. Roll call vote. Ayes all, motion carried.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:** There being no further business to come before the Board, motion by Gapczynski with support from Warfield to adjourn at 11:48 am. Ayes all, motion carried.

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Carl Altman, Chair

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Michael Newman, Executive Committee Member

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Kendra Bartz, Recording Secretary