

District Health Department No. 4
Board of Health Meeting
Alpena, MI
June 21, 2022 at 10:00 a.m.

ROLL CALL OF BOARD MEMBERS: Present Adrian, Newman, Balog, Stacey, Osbourne, Gapczynski and Shutes.

Staff Present: Bryan, Bartz, Prevost, Keen, Engle, Spivey, Alexander, Modrzynski, Woytaszek, Tree-Lancaster, McNamara, Kelly, and Scott.

The meeting was called to order by Board Vice-Chair Balog at 10:04 a.m.

Agenda: Motion by Osbourne with support from Gapczynski to approve the agenda as presented. Ayes all, motion carried.

Approval of Minutes: Motion by Gapczynski with support from Stacey to approve the May 17, 2022 Board of Health minutes as presented. Ayes all, motion carried.

Claims: May 14, 2022- June 17, 2022 Motion by Gapczynski support from Osbourne to approve the Listing of Claims submitted from May 14, 2022 – June 17, 2022. Roll call vote. Ayes all, motion carried

Public Comment: Balog thanked DHD4 leadership for tremendous amount of work done and he has heard all good things!

Alexander introduced the Finance team and IT Manager to Commissioners. Bryan acknowledged each staff member and their contributions.

New Business:

- **Motion: To purchase Cyber Security Insurance from Alpena Agency as presented.** Motion tabled until July to increase coverage to meet requirements of new Electronic Medical Records software.
- **Motion: To purchase Patagonia electronic medical records (EMR) software, signing a five (5) year contract as presented to be implemented by January 2023.** Motion by Adrian to purchase EMR software as presented, with support by Stacey. Roll call vote. Ayes all. Motion passed.
- **Motion: To request up to \$100,000 towards purchase of EMR software from monies held in trust for DHD4 controlled by Northern Michigan Health Consortium Executive Board.** Motion by Adrian with support by Gapczynski to request money as presented by Bryan. Discussion: Commissioner Adrian questioned additional needs for overall system or hardware. Scott informed Commissioners their previous approval of fiber upgrade would be sufficient for this and perfectly timed. Roll call vote. Ayes all. Motion passed.
- **Motion: To pay non-precedent setting Employee Retention Premium to all employees on payroll August 4, 2022; and to be paid per formula as outlined by Alexander utilizing Workforce monies.** Motion by Stacey with support from Osbourne to approve non-precedent setting employee retention premium as presented. Roll call vote. Ayes all. Motion passed.
- **Motion: By Newman with support by Adrian to move from current mileage rate procedure of averaging four counties' rates, to reimbursing the Federal IRS mileage rate effective July 1, 2022.** Roll call vote. Ayes all. Motion passed.

Old Business:

- **Policy Review at Board meetings:** Bryan updated Commissioners on her continued research of details needed before seeking legal opinion on medical policy approval requirements as requested by Commissioners in May.

Financial Updates:

- **Finance Director's Report:** Alexander informed Commissioners on external financial audit completed May 23-26th, 2022, and internal audits as well. Fiscal Year 2023 program budgets starting as anticipated funding awards are released.
- **Revenue/Expenditure and Trial Balance Report:** Alexander presented the Revenue/ Expenditure and Trial Balance Report to the Health Board commissioners for their review. Operations surplus as of April 30, 2022 is \$120,431.28.
- **Worker's Comprehensive Claim:** Bartz reported Alpena office has one active claim. Independent evaluation completed and findings reveal not likely work related.
- **Professional Liability Insurance:** Costs increase presented by Alexander.

Community Health Strategist:

- **2021 Annual Report** – distributed to Commissioners.
- **Director's Award from MDHHS for excellence in COVID Response 2021:** Bryan informed Commissioners of DHD4 award for excellence for Covid-19 response given at recent Premier conference in Grand Rapids. Bryan stated it is a great tribute to staff dedication and personal sacrifices, the support of volunteers, community leaders and National Guard. Bryan additionally thanked Commissioners for continued support, engaged discussions on complex issues along with novel rapid decision making.
- **Environmental Health (EH):** Prevost updated staff started annual beach monitoring of six (6) Great Lakes beaches and two (2) Inland Lake beaches the first week of June.
- **Polyfluoroalkyl Substances (PFAS):** Bryan informed Commissioners on Federal changes to PFAS guidelines and MDHHS will release updates for Michigan.
- **Communicable Disease (CD) Report:** Bryan presented information prepared by Dr. Meyerson regarding ticks and common tick-borne diseases. CD Report distributed.
- **COVID-19:** Spivey included dashboard data. Modrzyński noted continued testing and vaccination events monthly at this time.
- **Substance Use Disorders:** Spivey informed Commissioners of work with Catholic Human Services on use and use disorders for adults (16-25 Years).
- **Disability Inclusion:** Spivey shared cross-jurisdictional project on disability inclusion with seven (7) Local Health Departments to guide discussion/efforts to improve public health practices and services.
- **Michigan Department of Health and Human Services (MDHHS):** Bryan informed Commissioners of MDHHS visit from liaisons of Local Public Health (LPH) on June 7th. Discussed with them retention issues, training needs, sustainable LPH funding versus one time funding. Bryan read a thank you note from Dr. Travis who made the visit. Received written approval for Retention Premium Pay and EMR funding from State as well.

Continuous Quality Improvement:

- **Staffing:** 1. Prevost informed Commissioners of Sanitarian resignation. Provided work load coverage updates, as well as challenge of filling position. Prevost will be assuming some of the workload, as approved by AFSCME union through high demand season. 2. Bartz reported four current Family Medical Leave Act (FMLA) cases. Creates hardship for small departments to provide coverage with staff shortages.
- **Workforce Development:** 1. Bryan informed Commissioners she has finished six (6) months of National Behavioral Health/Public Health Cohort studies. Information will aid for future grant opportunities. 2. Modrzyński updated Commissioners on staff drills for fire and tornado drills as well as Active Shooter/Lockdown drills across all four counties. 3. One (1) year anniversary of Engle and Keen recognized and applauded.

ADJOURNMENT: There being no further business to come before the Board, motion by Shutes with support from Adrian to adjourn at 11:05am. Ayes all, motion carried.

Geyer Balog, Vice-Chair

Bob Adrian, Secretary/Treasurer

Kendra Bartz, Recording Secretary