

## **Minutes of the Board of Health Meeting**

### **Health Department of Northwest Michigan**

**August 5, 2014**

**Call to order:** A regular meeting of the Board of Health was held in the Conference Room at the Health Department in Charlevoix, Michigan on August 5, 2014. The meeting was called to order at 10:00 A.M. Chairperson, Les Atchison presiding and Linda Yaroch, Health Officer. Six members of the Board of Health were in attendance, establishing a quorum.

**Members in attendance:** David Howelman, Karen Bargy, Les Atchison, Larry Cassidy, Larry Sullivan, Richard Sumerix.

**Members Excused/Absent:** Doug Johnson & Ronald Reinhardt

**Staff in attendance:** Linda Yaroch, Dr. Josh Meyerson, Bradley Rider, Tina Lamont, Scott Kendzierski, Jane Sundmacher, Dan Reynolds

**Staff excused/absent:** Patricia Fralick

**Approval of Minutes:** Motion was made by Richard Sumerix to approve the June 3, 2014 meeting minutes as presented supported by David Howelman. All yeas. Motion carried.

**Public Comment:** None.

### **2013 AUDIT REPORT PRESENTATION**

Aaron Mansfield, CPA from Dennis, Gartland & Niergarth presented the 2013 Audit Report. He gave an overview of the agency's financial status. No difficulties were encountered in performing the audit. Graphs depicting the Government Fund Equity: Revenue and Expenditure Trends were discussed; Actual Revenues and Expenditures were discussed. Report on file. Aaron thanked Lisa Faust and Brad Rider for their assistance in preparing for the audit.

**MOTION:** Motion was made by Larry Sullivan to accept the 2013 Audit Report as submitted; supported by David Howelman. All yeas, motion carried.

**ANNUAL REPORT FOR 2013** – Brad Rider thanked Dan Reynolds for the great Agency 2013 Annual Report he published; it tells our organization's story and is a way of promoting the programs that we provide. There was discussion. Linda will be attending each of the four County Board of Commissioners meetings to present the 2013 Annual report. The Board thanked Brad and Dan for an excellent report.

### **STAFF REPORTS**

Written reports were distributed with agenda for review prior to the meeting from the following staff:

- Linda Yaroch, RN, MPH, Health Officer – introduced Jennifer Kenney who will be providing Board of Health support when Nancy Eldredge retires.
- Joshua Meyerson, MD, MPH, Medical Director
- Patricia Fralick, RN, MBA, Director of Family & Community Health Services
- Tina Lamont, RN, Director of Home Care & Aging Services – reported that we have hired Norman Baumhardt, RN to replace Patty Frederick, RN who is moving to Montana. We have received our Certification of Accreditation in recognition of achieving the standards of excellence in home care; congratulations to our staff.

- Scott Kendzierski, MS, REHS, Director of Environmental Health Services – reported that there is money available for a digital rapid test result machine for our Regional Laboratory, we will be applying for this funding.

#### **TOBACCO FREE CAMPUS**

**MOTION:** Motion was made by David Howelman to support a policy and implementation plan for all our health department campuses to be Tobacco Free by January 1, 2015; supported by Larry Sullivan. All yeas, motion carried.

#### **EMPLOYEE ALL STAFF MEETING**

**MOTION:** Motion was made by Larry Cassidy to close the offices on Thursday, December 4, 2014 for an all staff meeting; supported by Karen Bargy. All yeas. Motion carried.

#### **RUTH MCKINNEY**

Linda reported on a sad note of the passing of Ruth McKinney in our finance department who had worked for 25 plus years. She enjoyed her time at the health department and she wanted to work until she turned 70 years of age. She was 68 years of age. Her daughter Amy Wieland is our new Hospice Director. The Board sends their condolences to her family.

#### **COMMITTEE REPORTS**

##### **PERSONNEL & FINANCE COMMITTEE – DIGNITY AT WORK POLICY & PROCEDURE**

**MOTION:** Motion was made by David Howelman on the recommendations of the Personnel & Finance Committee to approve the Dignity at Work Policy and Procedure; supported by Richard Sumerix. There was discussion. Roll call vote was taken. Yeas: David Howelman, Larry Sullivan, Larry Cassidy, Les Atchison, Richard Sumerix. Nays: Karen Bargy. Motion carried.

##### **FINANCE COMMITTEE - ACCOUNTS PAYABLE**

**MOTION:** David Howelman reported that the finance committee met and recommends approval of the June, 2014 bills in the amount of \$553,420.02 and employee expenses of \$37,394.36 and July, 2014 bills in the amount of \$928,459.41 and employees expenses of \$21,723.22 supported by Richard Sumerix. Motion carried. Les Atchison abstained. All yeas.

**Unfinished Business:** None.

#### **Other Business:**

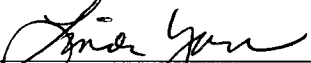
##### **MERS ANNUAL MEETING ELECTION OF OFFICER DELEGATE**

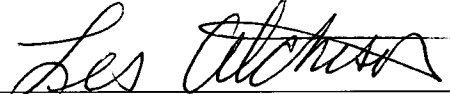
**MOTION:** Motion by Richard Sumerix supported by Larry Sullivan for Brad Rider to use his discretion on who should attend as officer delegate, Lisa Faust, Human Resource or himself. All yeas. Motion carried.

**Adjournment:** Tuesday, September 2, 2014 at 10:00 A.M. in the Conference Room of the Health Department, Charlevoix, Michigan was fixed as the time and place of the next meeting of the Board of Health.

Meeting adjourned at 12:15 PM.

**Respectfully submitted,**

  
Linda Yaroch, Health Officer

  
Les Atchison, Chairperson