Minutes of the Board of Health Meeting
Health Department of Northwest Michigan
August 7, 2018

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 7, 2018. The meeting was called to order at 10:00 A.M. Chairperson Karen Bargy presiding and Lisa Peacock Health Officer. Eight members of the Board of Health were in attendance, establishing a quorum.


Members absent/excused: none

Staff in attendance: Lisa Peacock, Erika Van Dam, Natalie Kasiborski, Mary Briscoe, Amanda Thompson, Jane Sundmacher, and Joshua Meyerson.

Public Comment: Lisa Peacock introduced our IT Team and recognized their efforts on the DCN transition. The Board of Health congratulated them on all their hard work.

Approval of Minutes: Motion was made by Nancy Ferguson and supported by Julie Powers to approve the minutes of the June 5th, 2018 meeting. All yeas. Motion carried.

Approval of the Special Meeting Minutes: Motion was made by Julie Powers and supported by Shirley Roloff approve the minutes of the June 26th Special meeting. All yeas. Motion carried.

STAFF REPORTS
Written reports were distributed with agenda for review prior to the meeting from Lisa Peacock, RN, MSN, NP, Health Officer, Erika Van Dam, MPH, CHES, Deputy Health Officer, Joshua Meyerson, MD, MPH, Medical Director, Amanda Thompson, MSN, RN, Director of Family Health, Jane Sundmacher, M.Ed. Community Health Planner, Scott Kendzierski, MS, REHS Environmental Health Services Director, Natalie Kasiborski, PhD, LMSW, MPH, Director of Community Health:

- Erika Van Dam, MPH, CHES, Deputy Health Officer – Dental Clinics North update give.
- Joshua Meyerson, MD, MPH, Medical Director – July Communicable Disease report shared. HDNW employee flu policy (ACTION REQUIRED).
- Amanda Thompson, MSN, RN, Director of Family Health-Central Intake and Appointment Schedule process shared. Hepatitis A Outbreak discussed. Vaccine stats given.
- Natalie Kasiborski, PhD, LMSW, MPH, Director of Community Health- SAFE Youth Anti-Drug Coalition shared. Youth Leadership training was a success.
- Jane Sundmacher, M.Ed. Regional Planning Director- NMCHIR Local Operations Plan Agency Strategic Plan presented.
2018 FINAL BUDGET: The 2018 Budget Narrative was reviewed. Motion was made by Duane Switalski, supported by Melissa Zelenak to accept with 2018 Final Budget at the functional level and HDNW will continue to provide the Board of Health with a budget by each reporting limit annually or as needed. All yeas. Motion approved.

2019 INITIAL BUDGET: The 2019 Initial Budget was reviewed. Motion was made by Duane Switalski, supported by Melissa Zelenak to accepted the Initial Budget at the functional level and HDNW will continue to provide the Board of Health with a budget by each reporting limit annually or as needed. All yeas. Motion approved.

BEAVER ISLAND LETTER OF INTENT: Motion was made by Nancy Ferguson to accept the Beaver Island Letter of intent as presented, supported by Shirley Roloff. All yeas. Motion carried.

EMPLOYEE ANNUAL INFLUENZA POLICY: Motion was made by Nancy Ferguson to accept the policy as presented. Supported by Shirley Roloff. Discussion. 5 yeas. 3 opposed. Motion carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE
MOTION: Shirley Roloff reported that the finance committee met and recommends approval of the June bills in the amount of $27,925.62 and the June employee expenses of $763,615.43. Supported by Jonathan Scheel. All yeas. Motion carried.

MOTION: Shirley Roloff reported that the finance committee met and recommends approval of the July bills in the amount of $889,479.05 and the July employee expenses of $30,938.01. Supported by Jonathan Scheel. All yeas. Motion carried.

Unfinished Business: None.

Other Business: None

Adjournment:
September 4th, 2018 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 12:16 P.M.

Respectfully submitted,

Lisa Peacock, Health Officer

Karen Bargy, Chairperson