

**Minutes of the Board of Health
Health Department of Northwest Michigan
December 4, 2012**

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 December 4, 2012. The meeting was called to order at 10:00 A.M. Chairperson, Jack Jones presiding and Linda Yaroch, Health Officer. Eight members of the Board of Health were in attendance, establishing a quorum.

Members in attendance: Karen Bargy, David Howelman, Shirlene Tripp, Robert Drebenstedt, Les Atchison, Jack Jones, Doug Johnson, Richard Sumerix

Member Absent/Excused: None.

Staff in attendance: Linda Yaroch, Dr. Joshua Meyerson, Christie Vogelheim, Carol Paxton, Jane Sundmacher, Scott Kendzierski, Tina Lamont

Staff Absent/Excused: Patricia Fralick

Approval of Minutes: Motion was made by Les Atchison and supported by Shirlene Tripp to approve the minutes of the November 6, 2012 meeting. All yeas. Motion carried.

Public comment: None.

AMENDED AGENDA – Chairperson, Jack Jones informed the Board that he has another commitment and will leave the meeting by 11:30 AM so the committee reports and action items will be presented at this time.

REVISIONS TO THE 2012 BUDGET

MOTION: Doug Johnson reported that the Personnel & Finance Committee met prior to the Board meeting and recommends approval of the following adjustments to the 2012 Budget: In Dental Clinics North, increase other expenses by \$80,000 due to increased demand for dentures; increase space costs by \$20,000; increase travel by \$20,000 and decrease contractual services by \$120,000. These adjustments are budget neutral; supported by David Howelman. All yeas. Motion carried.

2013 ANNUAL BUDGET

MOTION: Motion was made by Doug Johnson on recommendations of the Personnel & Finance Committee that the 2013 Annual Budget be approved as submitted; supported by Richard Sumerix. All yeas. Motion carried.

AGREEMENT FOR SERVICES BETWEEN THE NORTHERN HEALTH PLAN AND HEALTH DEPARTMENT OF NORTHWEST MICHIGAN

MOTION: Motion was made by Doug Johnson on recommendations of the Personnel & Finance Committee authorizing the chairperson to sign the agreement for services between the Northern Health Plan and the Health Department of Northwest Michigan; supported by Karen Bargy. All yeas.

ORDER OF SUCCESSION/DELEGATION OF AUTHORITY

MOTION: Motion was made by Les Atchison to approve the Order of Succession/Delegation of Authority plan with one correction Linda Yaroch is the Health Officer; with that correction supported by Robert Drebenstedt to approve the Order of Succession/Delegation of Authority. All yeas. Motion carried.

ORGANIZATIONAL CHART

MOTION: Motion was made by Richard Sumerix and supported by Karen Bargo to approve the Agency's Organizational Chart. All yeas. Motion carried.

RETIREMENT RESOLUTION-CAROL PAXTON

Motion: In an official session, on December 4, 2012, the following resolution was unanimously approved by the Health Department of Northwest Michigan Board of Health:

WHEREAS, Carol Paxton, RN, MSN, has provided nearly 30 years of service at the Health Department of Northwest Michigan as the Director of Personal Health Services, Health Promotion, and more recently Emergency Preparedness;

WHEREAS, Carol has served as a member of the Administrative Staff for nearly 30 years and participated in the management of the Department during periods of great need, challenges, and opportunities.

WHEREAS, Carol applied her nursing practice and expertise to the development and administration of maternal and child health, health promotion, and home health and hospice services of the individuals, families, and community of Antrim, Charlevoix, Emmet, and Otsego Counties;

WHEREAS, Carol is recognized for her contributions to the growth and specialization of the Personal Health Services Division to the Adult Health, Family Health, and Health Promotion Divisions;

WHEREAS, Carol developed and served as the Director of Health Promotion Division, expanding the Department's initiatives to promote healthy lifestyles through preventive health services, activities, and health education, and community partnerships;

WHEREAS, Carol developed and served as the Director of Emergency Preparedness, to improve the health department's infrastructure to respond to public health emergencies through planning, community collaboration, and exercises;

WHEREAS, Carol's easy going, non-judgmental, caring, positive, accepting manner created life-long friendships with staff and colleagues in the community;

THEREFORE BE IT RESOLVED that the Board of Health commends Carol Paxton for her service, dedication, and leadership, and on behalf of the Department, its employees, and the people it serves, indicates its appreciation and says THANK YOU; and

BE IT FUTHER RESOLVED, that the Board of Health extends best wishes to Carol Paxton for a long and happy retirement.

Finance Committee

Motion: Motion was made by David Howelman to approve the November, 2012 bills in the amount of \$1,170,966.22 supported by Robert Drebenstedt All yeas. Motion carried. Motion was made by David Howelman to approve the employees expenses in the amount of \$22,660.65 supported by Shirlene Tripp. All yeas. Motion carried.

STAFF REPORTS

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

- Linda Yaroch, RN, MPH, Health Officer
- Joshua Meyerson, MD, MPH, Medical Director – Josh presented a video report on what is E. Coli (Escherichia coli) the procedures the health department follows on an outbreak investigation and the E. Coli outbreak in Antrim County concerning cider in November; there was discussion.
- Patricia Fralick, RN, MSA, Director of Family & Community Health Services
- Carol Paxton, RN, MSN, Director of Public Health Emergency Preparedness
- Scott Kendzierski, RS, Director of Environmental Health Services
- Tina Lamont, Director of Home Care and Aging Services Director

Unfinished Business: None.

Other Business: A photographer was present and took pictures of the Board of Health members for the Agency's Annual Report.

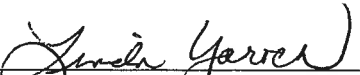
Linda along with administrative staff and board members thanked Jack Jones, Shirlene Tripp and Robert Drebenstedt for their dedication and years of service on the Board of Health.

There will be no Board of Health meeting in January.


Adjournment:

Tuesday, February 5, 2013 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 organizational meeting of the Board of Health and the December 4, 2012 meeting was adjourned at 11:55 A.M.

Respectfully submitted,



Linda Yaroch, Health Officer



Chairperson