

**Minutes of the Board of Health Meeting
Health Department of Northwest Michigan
December 3, 2013**

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 3, 2013. The meeting was called to order at 10:00 A.M. Chairperson Les Atchison 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, Larry Sullivan, Ronald Reinhardt, Les Atchison, Larry Cassidy, Richard Sumerix, Doug Johnson

Staff in attendance: Linda Yaroch, Dr. Josh Meyerson, Christie Vogelheim, Patricia Fralick, Scott Kendzierski, Jane Sundmacher

Staff absent/excused: Tina Lamont

Approval of Minutes: Motion was made by Richard Sumerix and supported by Ronald Reinhardt to approve the minutes of the November 5, 2013 meeting. All yeas. Motion carried.

Public Comment: None.

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
- Scott Kendzierski, MS, REHS, Director of Environmental Health Services
- Patricia Fralick, RN, MSS, Director of Family & Community Health Services

COMMITTEE REPORTS

PERSONNEL & FINANCE COMMITTEE

Doug Johnson reported that the Personnel & Finance Committee met prior to the Board of Health Meeting at 8:45 AM. They reviewed the following items and recommend approval.

REVISIONS TO THE 2013 BUDGET

MOTION: Doug Johnson on recommendation of the Personnel & Finance Committee made a motion to approve the following adjustments to the 2013 Budget:

1) Increase space costs by \$50,000 in the dental clinic for facility improvements that were required in Mancelona. Increase communications costs by \$30,000 in the dental clinics for expanded data communications in each of the eight clinics. Decrease dental clinic contractual expenditures by \$80,000 due to DDS vacancies

2) Increase therapy services and fees/collections by \$50,000 in the Home Health Care Program to pay for expanded patient therapy services;

3) Department costs for fringe benefits are \$75,000 more than originally budget due to increased cost for health insurance. Department contractual expenditures will be decreased by \$75,000;

4) The value of vaccines received from the State of Michigan need to be recorded in the department's financial reports. The value of the vaccines is approximately \$250,000. Immunization Program State Revenue and Supplies/Materials categories need to be increased by \$250,000; Supported by Larry Sullivan; roll call vote, all yeas; passed.

DENTAL CLINIC EQUIPMENT APPROVAL

MOTION: Larry Cassidy on recommendation of the Personnel & Finance Committee made a motion to approve the following:

1) West Branch Dental Clinic – Authorization to spend up to \$325,000 from the operational budget and/or Dental Reserve Fund Balance in 2014 for the purchase of equipment for the new seven chair dental clinic;

2) Cheboygan Dental Clinic – Authorization to spend up to \$250,00 from the operational budget and/or Dental Reserve Fund Balance in 2014 for the purchase of dental equipment for a five chair dental clinic;

Supported by Larry Sullivan; roll call vote, all yeas; passed.

FACILITIES AND PROJECT SPECIALIST JOB POSITION

MOTION: Larry Cassidy on recommendation of the Personnel & Finance Committee made a motion to approve the Facilities and Project Specialist Job Position as presented; supported by David Howelman. All yeas. Motion carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE

MOTION: David Howelman reported that the finance committee met and recommends approval of the December, 2013 bills in the amount of \$539,773.03 and employees expenses of \$31,602.75 supported by Richard Sumerix; roll call vote. All yeas. Les Atchison abstained. Motion carried.

Unfinished Business: None.

Other Business: There will be no Board of Health meeting in January, 2014.

The Board wishes Christie the very best in her retirement.

Adjournment:

Tuesday, February 4, 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 11:20 A.M.

Respectfully submitted,


Linda Yarock, Health Officer


Les Atchison, Chairperson