

**Minutes of the Board of Health Meeting  
Health Department of Northwest Michigan  
December 1, 2015**

**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 1, 2015. 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:** Karen Bargy, Shirley Roloff, Nancy Ferguson, Les Atchison, Larry Cassidy, and Doug Johnson.

**Members absent/excused:** Julie Powers-Gehman and Robert Wilson.

**Staff in attendance:** Linda Yaroch, Bradley Rider, Erika VanDam, Scott Kendzierski, Patricia Fralick Tina Lamont, Joshua Meyerson, Dennis Halverson, and Mary Martinchek.

**Approval of Minutes:** Motion was made by Nancy Ferguson and supported by Doug Johnson to approve the minutes of the November 3, 2015 meeting. All yeas. Motion carried.

**Public Comment:** None.

#### **STAFF REPORTS**

Written reports were distributed with agenda for review prior to the meeting from Linda Yaroch, RN, MPH, Health Officer, Joshua Meyerson, MD, MPH, Medical Director, Erika Van Dam MPH, CHES, Director of Community Health, Bradley Rider, MBA, CFO & Director of Administrative Services, Scott Kendzierski, MS, REHS, Director of Environmental Services, Patricia Fralick. RN, MBA, Director of Family Health Services and Tina Lamont, RN, Director of Home Health & Hospice.

- Linda Yaroch, RN, MPH, Health Officer – Facilities update given. Regional Insight Software Project, Public Health Emergency Planning, and Northern Michigan Public Health Alliance reviewed, action required.
- Joshua Meyerson, MD, MPH, Medical Director –Shared the November communicable diseases report for discussion.
- Tina Lamont, RN, Director of Home Health & Hospice-Shared the Home Health Division Award of Distinction in Patient Satisfaction as a result of the Fazzi National Patient Satisfaction survey.
- Erika Van Dam, MPH, CHES, Director of Community Health- Shared several new Grants for the Community Health Division.
- Patricia Fralick. RN, MBA, Director of Family Health Services- Mary Martinchek assisted Patricia Fralick in discussing the successes of the Child Special Health Care Services Program.
- Scott Kendzierski, MS, REHS, Director of Environmental Services- Shared the changes in requirements coming in 2016 for public water supplies and what the Division is doing to educate facilities of the new requirements. Healthspace software update given.

**2015 REVISED FINAL BUDGET:**

Larry Cassidy made a motion to approve the 2015 Revised Final Budget as presented, supported by Doug Johnson. All yeas. Motion carried.

**2016 ANNUAL BUDGET:**

Larry Cassidy made a motion to approve the 2016 Annual Budget as presented, supported by Shirley Roloff. All yeas. Motion carried.

**REGIONAL INSIGHT SOFTWARE PROJECT:**

Nancy Ferguson made a motion to enter in to a contractual agreement with Netsmart in coordination with the presented local agencies, supported by Doug Johnson. All yeas. Motion carried.

**REGIONAL COMMUNITY HEALTH ASSESSMENT & IMPROVEMENT INITIATIVE AGREEMENT:**

Larry Cassidy made a motion that Les Atchison sign the presented Regional Community Health Assessment & Improvement Initiative agreement, supported by Shirley Roloff. All yeas. Motion carried.

**NORTHERN MICHIGAN PUBLIC HEALTH ALLIANCE:**

Nancy Ferguson made a motion that Les Atchison sign the Memorandum of Understanding as required by RWJF grant process, supported by Larry Cassidy. All yeas. Motion carried.

**HEALTH OFFICER CONTRACT**

Larry Cassidy, on behalf of the Personnel and Finance Committee, made a motion to amend the Health Officers current contract to increase the Health Officers salary, effective August 1<sup>st</sup> of 2015 to July 31<sup>st</sup> of 2016 in the amount of \$115,000 annual salary with an increase on August 1<sup>st</sup> of 2016 to July 31<sup>st</sup> of 2017 in the amount of \$118,000 annual salary, no additional cost of living increases will be given to this contracted annual salary, supported by Doug Johnson. All yeas. Motion carried.

**FINANCE COMMITTEE - ACCOUNTS PAYABLE**

**MOTION:** Larry Cassidy reported that the finance committee met and recommends approval of the November bills in the amount of \$582,831.43 and employees expenses of \$27,908.06 supported by Nancy Ferguson; All yeas. Motion carried.

**Unfinished Business:** None.

**Other Business:** None.

**Adjournment:**

Tuesday, February 2, 2016 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 11:45 P.M.

**Respectfully submitted,**

  
Linda Yaroch, Health Officer

  
Les Atchison, Chairperson