Minutes of the Board of Health Meeting
Health Department of Northwest Michigan
December 4, 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 December 4, 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, Tina Lamont, Scott Kendzierski, Joshua Meyerson and Carrie Field.

Approval of Minutes: Motion was made by Nancy Ferguson to approve the November 6th, 2018 meeting minutes correcting one typo; to verses too. Supported by Duane Switalski. All yeas. Motion carried.

Public Comment: None.

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, Scott Kendzierski, MS, REHS Environmental Health Services Director, Natalie Kasiborski, PhD, LMSW, MPH, Director of Community, Tina Lamont, RN, Director of Home Health and Hospice and Jane Sundmacher, M.Ed. Regional Planning Director:

- Erika Van Dam, MPH, CHES, Deputy Health Officer- Reviewed the 2019 fringe benefit package to be shared with staff at the all staff meeting December 6th, 2018.
- Joshua Meyerson, MD, MPH, Medical Director – November Communicable Disease report shared.
- Natalie Kasiborski, PhD, LMSW, MPH, Director of Community Health– Rotary Charities proposal shared. (Action required)
- Amanda Thompson, MSN, RN, Director of Family Health– Family Health Division report shared.
- Scott Kendzierski, MS, REHS Environmental Health Services Director-Statewide sanitary code – Amended HB 5752 and HB 5753. Resolution submitted looking for Board support in opposition of the HB changes. (Action required)
- Tina Lamont, RN, Director of Home Health and Hospice- New Medicare card information shared.
PERSONNEL POLICY MANUAL REVISION
Erika Van Dam reviewed key changes in the Personnel Policies manual. MOTION: Melissa Zelenak made a motion to accept the revised Personnel Policies Manual as presented to be effective 1/1/2019. Supported by Nancy Ferguson. All yeaes. Motion carried.

MERS PLAN DOCUMENT;
MOTION: Duane Switalski made a motion to accept the revision to the MERS plan document to include the language; “all employees working .5 FTE or higher” are eligible. Supported by Nancy Ferguson. All yeas. Motion carried.

PROPOSED CHANGES TO THE MISSION/VISION STATEMENT:
Proposed Mission Statement reviewed. Discussion. Few changes to the proposed statement suggested MOTION: Melissa Zelenak made a motion to approved the Mission statement to read: To serve our ENTIRE community and TO achieve health equity by promoting well-being, preventing disease, and protecting the environment through partnerships, innovation, and excellence in public health practice. Supported by Julie Powers. All yeas. Motion carried.

Proposed Vision Statement reviewed. Discussion. Decision was made to table the proposed change to the Vision Statement.

ELECTRONIC MEDICAL RECORD UPDATE;
MOTION: Nancy Ferguson made a motion to authorize the Health Officer to finalize and sign the settlement agreement with Netsmart. Supported by Duane Switalski. All yeas. Motion carried.

Patagonia Project:
MOTION: Nancy Ferguson made a motion to authorize the Health Officer to finalize and sign the Patagonia Agreement with a not to exceed amount of $125,000. Supported by Shirley Roloff. All yeas. Motion carried.

ROTARY CHARITIES
Natalie Kasiborski proposal to Rotary Charities to complete a Central Lake School Health needs Assessment was approved and funded for $6,000. MOTION: Melissa Zelenak made a motion to accept the grant. Supported by Duane Switalski. All yeas. Motion carried.

OPPOSING HOUSE BILL 5752 AND 5753 RESOLUTION:
MOTION: Melissa Zelenak made a motion for the Health Officer and Board of Health Chairperson to sign the opposing resolution on behalf of the Board of Health members. Supported by Nancy Ferguson. All yeas. Motion carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE
MOTION: Shirley Roloff reported that the finance committee met and recommends approval of the November bills in the amount of $983,809.65 and recommends approval of the November employee expenses of $31,936.18. Supported by Duane Switalski. All yeas. Motion carried.

JANUARY BILL PAY REVIEW: MOTION: Duane Switalski made a motion to have the current Commissioners remain on the Finance Committee in January for the Agencies January bill pay review until the appointment of new Board of Health Members. Supported by Shirley Roloff. All yeas. Motion carried.
Unfinished Business: None.

Other Business: No January Board of Health meeting.

Adjournment:  
Tuesday, February 5th 2019, 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 12:10 P.M.

Respectfully submitted,

Lisa Peacock, Health Officer

Karen Bargy, Chairperson