

**Minutes of the Regular Board of Health Meeting  
Health Department of Northwest Michigan  
December 3, 2019 at 10:00 A.M.**

**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, 2019. The meeting was called to order at 10:00 A.M. by Karen Bargy, Chairperson. Eight members of the Board of Health were in attendance, establishing a quorum.

**Members in attendance:** Karen Bargy, David Heeres, Julie Powers, Shirley Roloff, Nancy Ferguson, Duane Switalski, David White, and James Kargol.

**Members absent/excused:** None

**Staff in attendance:** Lisa Peacock, Erika Van Dam, Natalie Kasiborski (via phone conference), Terry Tollas, Scott Kendzierski, Amanda Thompson, Jane Sundmacher, Emily Llore and Erin Luckhardt.

**Approval of the November 5<sup>th</sup>, 2019 Meeting Minutes:** Motion was made by Nancy Ferguson to approve the meeting minutes from November 5th, 2019. Supported by David Herres. 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, Natalie Kasiborski, PhD, LMSW, MPH, Director of Community, Amanda Thompson, MSN, RN, Director of Family Health, Scott Kendzierski, MS, REHS Environmental and Jane K. Sundmacher, M.Ed., Executive Director, Northern Michigan Community Health Innovation Region, Director of Regional Planning:

- Lisa Peacock, RN, MSN, NP, Health Officer- Shared the recent Northern Michigan Public Health Preparedness Team exercise. Upcoming annual staff meeting dates and times reviewed. All Board of Health members are invited.
- Natalie Kasiborski, PhD, LMSW, MPH, Director of Community Health- Reviewed the Child and Adolescent Program updates. Grant opportunity discussed via LARA. (ACTION REQUIRED)
- Amanda Thompson, MSN, RN, Director of Family Health- Children Special Health Care update given. Successes reviewed.
- Erika Van Dam MPH, CHES, Deputy Health Officer- Fundamentals shared. Video shared. Launch of the new website discussed.
- Scott Kendzierski, MS, REHS Environmental Health Services- Discussed the recent Michigan septic summit. Healthspace-HS Cloud reviewed. Lab function and fee schedule reviewed. Supply costs are increasing. Needs to be reflected in a minimal increases of fees. (ACTION REQUIRED)
- Joshua Meyerson, MD, MPH, Medical Director- November 2019 Communicable Disease report provided.
- Jane K. Sundmacher, M.Ed., Executive Director, Northern Michigan Community Health Innovation Region, Director of Regional Planning and Emily Llore, MPH, Community

Health Coordinator- Improving the Homeless response system initiative shared. Early finding reviewed.

**LOCK IT UP CAMPAIGN/ FUNDING OPPORTUNITY:**

We have an opportunity to apply for an oversight grant via LARA, marijuana-based funding for each County. It needs to be reviewed and approved at the County Meeting. Natalie Kasiborski will send pertinent information to all Board of Health Members to share with their Commissioners at upcoming Board meeting. **MOTION:** A motion was made by David White, supported by Nancy Ferguson, to authorize the Health Officer, and the Director of Community Health, to request Board of Health members present this opportunity to their individual Commissioner Board Meeting. All Yeas. Motion carried.

**PERSONNEL AND FINANCE COMMITTEE RECOMMENDATION:**

**MOTION:** Shirley Roloff reported the Personnel and Finance Committee met and recommends to approve the presented Health Officer Performance Review Policy and Procedure as well as the Health Officer Performance Evaluation form. Supported by Julie Powers. All yeas. Motion carried. December 17<sup>th</sup>, 2019 at 9am will be the formal review of the Health Officer.

**ENVIRONMENTAL HEALTH WATER SAMPLING**

**MOTION:** Julie Powers made a motion to approve a \$2.00 increase to the water bottle sampling cost, increasing it to \$22.00 per sample bottle. 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 \$14, 939.74 recommends approval of the November employee expenses of \$727,213.79. Supported by Nancy Ferguson. All yeas. Motion carried.

**FINANCE COMMITTEE - ACCOUNTS PAYABLE**

**MOTION:** Shirley Roloff made a motion for the current Finance Committee meet in January for the bill pay review. Supported by David White. All yeas. Motion carried.

**Unfinished Business:** None.


**Other Business:** None.

**Adjournment:**

Tuesday, February 4<sup>th</sup>, 2020 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 12:02 A.M.

Respectfully submitted,

  
Lisa Peacock, Health Officer

  
Karen Bargy, Chairperson