

**Minutes of the Board of Health  
Health Department of Northwest Michigan  
February 7, 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 February 7, 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, Jack Jones, Les Atchison, Shirlene Tripp, Robert Drebenstedt, Doug Johnson, Richard Sumerix

**Member Absent/Excused:** None.

**Staff in attendance:** Linda Yaroch, Dr. Josh Meyerson, Patricia Fralick, Carol Paxton, Tina Lamont, Christie Vogelheim, Jane Sundmacher, Patricia Guillaume

**Staff Absent/Excused:** Scott Kendzierski

**Guest in attendance:** None.

**Approval of Minutes:** Motion was made by Les Atchison and supported by Richard Sumerix to approve the minutes of the December 6, 2011 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, MBA, Director of Family and Community Health Services
- Tina Lamont, RN, Director of Home Care & Aging Services
- Carol Paxton, RN, NSN, Director of Public Health Health Emergency Preparedness

The Personnel & Finance Committee met prior to the Board of Health meeting, reviewed and recommends approval of the following:

**STATE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE AND 2011 BALANCE SHEET**

**Motion:** Motion was made by Robert Drebenstedt to approve the 2011 Year-End Financial Reports as reviewed by the Personnel & Finance Committee; supported by David Howelman. All yeas. Motion carried.

**2011 DENTAL CLINICS NORTH FINANCIAL REPORT**

**Motion:** Motion was made by Dave Howelman and supported by Les Atchison to accept and approve the 2011 Dental Clinics North Financial Report and Report of Clients Served as presented. All yeas. Motion carried.

## **PLANNED IMPROVEMENTS FOR 2012**

### **TRAVERSE CITY DENTAL CLINIC**

**Motion:** Motion was made by David Howelman as recommended by the Personnel & Finance Committee to amend our Lease with Grand Traverse County Health Department to include the expanded space of the new dental clinic, supported by Robert Drebenstedt. Roll call vote was taken, all yeas. Motion passed.

### **TRAVERSE CITY DENTAL CLINIC – PURCHASE AGREEMENT PATTERSON DENTAL SUPPLY**

**Motion:** Motion was made by Robert Drebenstedt to enter into a purchase agreement with Patterson Dental Supply for the purchase of new equipment in the Traverse City Dental Clinic as reviewed by the Personnel & Finance Committee; supported by David Howelman. All yeas. Motion carried.

### **MANCELONA FAMILY RESOURCE CENTER AND DENTAL CLINIC NORTH**

**Motion:** Motion was made by Les Atchison on the recommendation of the Personnel & Finance Committee to execute an amended lease and associated documents following a review of the health department's legal counsel. Supported by Doug Johnson. Roll call vote was taken. All yeas. Passed unanimously.

### **ADJUSTMENT TO MICHIGAN COMMUNITY DENTAL CLINICS, INC. (MCDC) CONTRACT**

**Motion:** Motion was made by Les Atchison to approve the revised contract as recommended by the Personnel & Finance Committee and to have the chairperson sign contract; supported by Shirleen Tripp. Roll call vote was taken. All yeas. Passed unanimously.

### **RESOLUTION – RETIREMENT OF PATRICIA GUILLAUME**

The following resolution was unanimously approved by the Health Department of Northwest Michigan Board of Health:

WHEREAS Patricia Guillaume has provided nearly 20 years of service at the Health Department of Northwest Michigan as a Public Health Nurse;

WHEREAS Mrs. Guillaume demonstrates special expertise in her role as Communicable Disease Nurse, sharing information with worried individuals, explaining how behaviors can inadvertently spread disease, and immunizing communities to protect them;

WHEREAS Mrs. Guillaume conducts top-notch health clinics at the Health Department as well as a wide variety of community locations-including cafeterias, gyms, meeting rooms, even locker rooms;

WHEREAS Mrs. Guillaume's calm demeanor, quick smile, accepting manner, and soft voice help people new to the Health Department feel welcome and comfortable;

WHEREAS Mrs. Guillaume's is a true team player-quick to volunteer to help others and is frequently seen finishing her day after her co-workers have gone home;

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

BE IT FURTHER RESOLVED that the Board of Health extends best wishes to Patricia Guillaume for a long and happy retirement.

### **Committee Reports:**

#### **Finance Committee**

**Motion:** Motion was made by David Howelman to approve the December, 2011 bills in the amount of \$458,781.52 and employees expenses of \$19,630.13 and the January, 2012 bills in amount of \$951,810.32

and employees expenses of \$24,089.95 supported by Shirlene Tripp. Roll call vote was taken. All yeas. Motion passed.

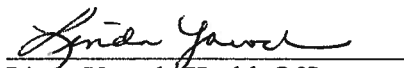
**Unfinished Business:** None.

**Other Business:** None.

**Adjournment:**

Tuesday, March 6, 2012 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 regular meeting of the Board of Health and the February 7, 2012 meeting was adjourned at 11:50 A.M.

**Respectfully submitted:**

  
Linda Yaroch, Health Officer

  
Jack Jones, Chairperson