

**Organizational Meeting Minutes of the Board of Health
Health Department of Northwest Michigan
February 5, 2013**

Call to order: The organizational meeting of the Board of Health was held in the Conference Room at the Health Department in Charlevoix, Michigan on February 5, 2013. The meeting was called to order at 10:15 A.M. by Linda Yaroch, Health Officer. Seven 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

Member Absent/Excused: Doug Johnson

Staff in attendance: Linda Yaroch, Dr. Joshua Meyerson, Scott Kendzierski, Tina Lamont, Patricia Fralick, Jane Sundmacher

Staff Absent/Excused: Christie Vogelheim

ELECTION OF OFFICERS

CHAIRPERSON

Dave Howelman called for nominations for Chairperson. Richard Sumerix moved to nominate Les Atchison with there being no further nominations, Larry Sullivan closed nominations and seconded the motion to nominate Les Atchison as chairperson. All yeas; motion carried.

VICE-CHAIRPERSON

Chairperson Les Atchison called for nominations for Vice-chairperson. Karen Bargy nominated David Howelman second by Richard Sumerix, there being no further nominations, nominations were closed. All yeas; motion carried.

SECRETARY/TREASUER

Les Atchison nominated Richard Sumerix as secretary/treasurer; nominations being closed, Ronald Reinhardt supported. All yeas, motion carried.

ASSIGNMENT OF COMMITTEES

PERSONNEL & FINANCE

Chairperson Les Atchison asked for committee appointments, the consensus was to re-appoint David Howelman, Doug Johnson and appoint two new Board of Health members to the Personnel & Finance Committee. Larry Sullivan and Larry Cassidy were appointed. The Accounts Payable Audit Committee will be comprised of David Howelman, Larry Sullivan and Larry Cassidy, this committee meets once a month to review the agency's bills.

PROGRAM & EVALUATION

Chairperson Les Atchison re-appointed Karen Bargy, Les Atchison and Richard Sumerix. New Board member Ronald Reinhardt was appointed to the Program & Evaluation Committee

Approval of Minutes: Motion was made by Karen Bargy and supported by Richard Sumerix to approve the minutes of the December 4, 2013 meeting. All yeas. Motion carried.

Public comment: None.

INTRODUCTIONS – WELCOME NEW BOARD MEMBERS

Linda Yaroch welcomed, Larry Sullivan, Ronald Reinhardt and Larry Cassidy to the Board. Introductions of Administrative Staff and Board Members took place.

RETIREMENT RESOLUTION- JILL EAKES

Motion: A motion by Larry Sullivan and supported by Karen Bargy to approve the following resolution:

WHEREAS, Jill Eakes has provided nearly 18 years of service at the Health Department of Northwest Michigan as a Central Information appointment Scheduling (CIAS) Operator, including the responsibilities of the CIAS Lead Operator;

WHEREAS, Jill applied her organizational skills to ensure that 24 Registered Nurses, 18 Public Health Technicians and 96 clinics were scheduled each month in eight locations for all clinical services throughout the communities of Antrim, Charlevoix, Emmet and Otsego counties;

WHEREAS, Jill's attention to detail guaranteed that each of those clinics had two or more staff persons scheduled so that health department services such as WIC, Immunizations, Maternal Infant Health Program, Northern Health Plan, Breast & Cervical cancer screening and Family Planning could be provided to residents of our area;

WHEREAS, Jill ensured that all unique program identifiers such as income, age, health insurance status, etc., were organized and communicated to CIAS staff so that callers received accurate information and were able to receive the services they requested when they reached the clinic;

WHEREAS, Jill worked with Michigan Community Dental Clinics to coordinate dental registration and access to dental services and frequently went above and beyond for those callers with urgent or emergent needs;

WHEREAS, Jill has provided information, assistance, and appointments to well over 100,000 callers in a very calm, caring and accepting manner;

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

BE IT FUTHER RESOLVED, that the Board of Health extends best wishes to Jill Eakes for a long and happy retirement.

Motion carried. All yeas.

STAFF REPORTS – 2013 PRIORITY WORKPLAN

2013 Priority Workplan will serve as the Staff Reports to the Board as they review their respective section. Patricia Fralick, and Christie Vogelheim reports were deferred to the March meeting. Scott Kendzierski reported that Matt Blythe will assume the Public Health Emergency Preparedness responsibilities for the agency, he will attend the March meeting.

- Linda Yaroch, RN, MPH, Health Officer
- Joshua Meyerson, MD, MPH, Medical Director
- Tina Lamont, Director of Home Care and Aging Services Director
- Patricia Fralick, RN, MSA, Director of Family & Community Health Services
- Scott Kendzierski, RS, Director of Environmental Health Services

PLAN OF ORGANIZATION

Motion: Motion was made by Richard Sumerix to approve the Plan of Organization that was submitted and reviewed by the Board, supported by Karen Bargy. All yeas. Motion passed unanimously.

FINANCE COMMITTEE

Motion: Motion was made by David Howelman to approve the December, 2012 bills in the amount of \$527,783.13 with employees expenses of \$30,492.06 and January, 2013 bills in the amount of \$506,641.12 and employees expenses of \$13,871.02 supported by Richard Sumerix. Les Atchison abstained; all yeas. Motion carried.

Unfinished Business: None.

Other Business: None.

Adjournment:

Tuesday, March 5, 2013 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. An orientation meeting of the new Board of Health Members, (Larry Sullivan, Ronald Reinhardt and Larry Cassidy) will be held prior to the Board meeting at 9:00 A.M. The February 5, 2013 meeting was adjourned at 12:00 Noon.

Respectfully submitted,



Linda Yarock, Health Officer



Les Atchison, Chairperson