

**Minutes of the Board of Health Meeting  
Health Department of Northwest Michigan  
February 2, 2016**

**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 2, 2016. The meeting was called to order at 10:00 A.M. Chairperson Les Atchison presiding and Linda Yaroch, Health Officer. Eight 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, Robert Harkness. Julie Powers-Gehman and Robert Wilson

**Members absent/excused:** None.

**Staff in attendance:** Linda Yaroch, Bradley Rider, Erika VanDam, Scott Kendzierski, Patricia Fralick Tina Lamont, Joshua Meyerson, Mary Briscoe, and Jane Sundmacher, .

**Approval of Minutes:** Motion was made by Larry Cassidy and supported by Shirley Roloff to approve the minutes of the December 1, 2015 meeting to include that the Regional Insight Software Project contingent on all agencies cooperating. 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, Patricia Fralick. RN, MBA, Director of Family Health Services and Tina Lamont, RN, Director of Home Health & Hospice.

- Linda Yaroch, RN, MPH, Health Officer – Gave a Facilities update requiring action. She also shared the Accreditation plan requiring Board Support.
- Joshua Meyerson, MD, MPH, Medical Director –Shared the December & January communicable diseases report for discussion. Josh also shared House Bills #5126 and #5127 being introduced that would negatively impact the current immunization waiver requirements, requesting Board support to send a letter to our State Representatives.
- Scott Kendzierski, MS, REHS, Director of Environmental Services- EH is working on Sanitary Code Revisions.
- Tina Lamont, RN, Director of Home Health & Hospice- Gave an update on the current activity in the Home Care & Hospice Area. There are 2 vacancies on the BOH for Hospice.
- Erika Van Dam, MPH, CHES, Director of Community Health- Shared new grants, pending grants and new staff.
- Patricia Fralick. RN, MBA, Director of Family Health Services- Shared number of Clients being served in the Healthy Family Northern MI, MIHP, and WIC programs.

**PERSONNEL & FINANCE COMMITTEE VACANCY:**

Nancy Ferguson made a motion to approve Robert Harkness to fill the open Personnel & Finance Committee vacancy, supported by Shirley Roloff. All yeas. Motion carried.

**APPRECIATION LETTER**

Linda Yaroch requested support from the Board to write a letter of appreciation for Doug Johnson's dedicated service for many years on our Board of Health. Julie Powers-Gehman made a motion to support Linda writing a letter and presenting at the Otsego Board of Commissioner's meeting supported by Shirley Roloff. All yeas. Motion carried.

**BUILDING DEVELOPMENT AND REVERSION PLANNING:**

Larry Cassidy, on behalf of the Personnel and Finance Committee, made a motion to approve the Charlevoix Building Development and Reversion Plan as presented to include that those funds be in a facilities reserve fund within the Counties and to create a financial criteria for maintenance, supported by Shirley Roloff. Roll Call. All yeas. Motion carried.

Larry Cassidy, on behalf of the Personnel and Finance Committee, made a motion to approve the Emmet Building Development and Reversion Plan as presented, supported by Nancy Ferguson. Roll Call. All yeas. Motion carried.

**EMMET COUNTY PHASE 2 PROJECT**

Larry Cassidy, on behalf of the Personnel and Finance Committee, made a motion to approve the Phase 2 plan for Emmet County as presented to include the renovation funding plan to be reviewed and approved by the Board, supported by Nancy Ferguson. Roll Call. All yeas. Motion carried.

**PLAN OF ORGANIZATION REVIEW AND REQUESTED APPROVAL:**

Linda Yaroch presented the Plan of Organization Review for accreditation that occurs every 3 years. The Board approved for Les Atchison to sign the approval form to include adding a time frame on the first page to indicate this takes place every 3 years as well as adding Natalie Kasiborski to the Delegation of Authority form. All Yeas. Approved.

**BOARD OF HEALTH LETTER REGARDING NEW WAIVER BILLS PRESENTED TO THE STATE:**

Josh Meyerson presented a letter requesting the Board to sign to urge our representatives to vote NO on the House Bills 5126 and 5127 submitted by Rep. Thomas Hooker which would negatively impact the current immunization waiver requirements. Nancy Ferguson made a motion to approve the letter as written and support the Board signing the letter, supported by Robert Harkness. All yeas. Motion carried.

**FINANCE COMMITTEE - ACCOUNTS PAYABLE**

**MOTION:** Larry Cassidy reported that the finance committee met and recommends approval of the December bills in the amount of \$757,113.09 and employees expenses of \$36,710.53 and the January bills in the amount of \$668,246.74 and employees expenses of \$20,433.81 supported by Julie Power-Gehman. All yeas. Motion carried.

**Unfinished Business:** None.

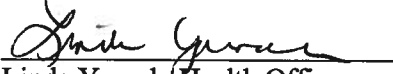
**Other Business:** None.

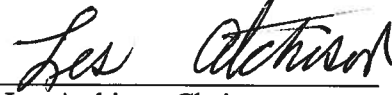
**Adjournment:**

Tuesday, March 1, 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 12:25 P.M.

Respectfully submitted,

  
Linda Yaroch, Health Officer

  
Les Atchison, Chairperson