

**Minutes of the Regular Board of Health Meeting  
Health Department of Northwest Michigan  
July 7, 2020 at 10:00 A.M.**

**Call to order:** A regular meeting of the Board of Health was held via conference call/Microsoft teams meeting on June 7th, 2020. The meeting was called to order at 10:00 A.M. by Karen Bargy, Chairperson. Seven members of the Board of Health were in attendance, establishing a quorum.

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

**Members absent/excused:** David Heeres

**Staff in attendance:** Lisa Peacock, Natalie Kasiborski, Amanda Thompson, Jane Sundmacher, Erika Van Dam, Terry Tollas, Scott Kendzierski, Joshua Meyerson, Kathleen Jakinovich, Laurel Johnson, and Jennifer Kenney

**Approval of the June 2nd, 2020 Meeting Minutes:** Motion was made by Nancy Ferguson to approve the meeting minutes from June 2nd, 2020. Supported by Shirley Roloff. Roll call. (7) Seven Yeas. (1) absent; David Heeres. 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, Joshua Meyerson, MD, MPH, Medical Director, Erika Van Dam, MPH, CHES, DCN Executive Director, Natalie Kasiborski, PhD, LMSW, MPH, Deputy Health Officer, Amanda Thompson, MSN, RN, Director of Family Health (verbal report), Scott Kendzierski, MS, REHS Director of Environmental Health (verbal report), and Jane K. Sundmacher, M.Ed., Executive Director, Northern Michigan Community Health Innovation Region, Director of Regional Planning, Kathleen Jakinovich, MPH, Community Health Director:

- Lisa Peacock, RN, MSN, NP, Health Officer- Public Health weekly statement given. Shared press release on rise of cases and hospitalization after the recent travel to our area. Public Health Alert- July 2<sup>nd</sup>; Stay home to Stay Safe this Summer reviewed. Discussion.
- Joshua Meyerson, MD, MPH, Medical Director- June 2020 Communicable Disease Report shared. COVID19 discussion.
- Erika Van Dam, MPH, CHES, –Dental Clinics North update given. DCN Leadership update. Dr. Kooistra will be Interim Executive Director until a replacement has been made. Clinical services update. Biggest challenges continue to be PPE equipment.
- Natalie Kasiborski, PhD, LMSW, MPH, Deputy Health Officer-HDNW reopening task force team has been created. The team is addressing spacing concerns, self-screening, disinfecting, PPE requirements. We are communicating with all staff on the re-opening plan and addressing areas of concerns. Discussion. Betty Steffes retirement resolution read. **(ACTION REQUIRED)**
- Amanda Thompson, MSN, RN, Director of Family Health- Family Health update given. The Women, Infant, and Children program (WIC) will continue to provide services remotely thru July. Furlough in this Division update given. Vaccinations are available and provided. We are working on playing catch up for anyone in need. Michigan Infant Health Program (MIHP) remote assistance has been working great. We will offer in person service visits as needed. We are

navigating precautions for staff and families. Long term care facilities (LTC facilities) and testing for COVID-19 discussion.

- Scott Kendzierski, MS, REHS Environmental Health Services - Front offices are re-opening. Land use division workload has increased. Our turnaround time is 15 days. Discussion on what this entails. Food service activity is busy. Normal business and compliance is challenging. We are addressing concerns as they come in. We are hoping to create an on-line process to streamline some of the community's concerns. Beach testing update given. DEQ & PFAS information shared. COVID19 Lab testing is moving forward.
- Kathleen Jakinovich, MPH, Director of Community Health: COVID-19 Transition update given. Working on "new normal activity" in the CH Division.
- Jane K. Sundmacher, M.Ed., Executive Director, Northern Michigan Community Health Innovation Region, Director of Regional Planning -Northern Michigan Community Health Innovation Region Collective Impact Evaluation shared.

### **BETTY STEFFES RESOLUTION**

A Retirement Resolution was read by Natalie Kasiborski. To congratulate Betty Steffes on her years of service and retirement. **MOTION:** Motion was made by Shirley Roloff and supported by Nancy Ferguson to accept the retirement resolution as presented. Roll call. (7) Seven Yeas. (1) absent; David Heeres. Motion carried.

### **FINANCE COMMITTEE - ACCOUNTS PAYABLE**

#### **ACCOUNTS PAYABLE:**

**MOTION:** Shirley Roloff reported that the finance committee met and recommends approval of the June bills in the amount of \$298,224.59 and the June employee expenses of \$5,781.07. Supported by Nancy Ferguson. Roll call. All yeas. Roll call. (7) Seven Yeas. (1) absent; David Heeres. Motion carried.

**New Business:** none

**Other Business:** Bill pay review for July 15<sup>th</sup> will be conducted in this same format at 9 A.M. Materials will be distributed prior.

#### **Adjournment:**

Tuesday, August 4th, 2020 at 10:00 A.M. was the fixed date and time for the next meeting of the Board of Health.

Meeting adjourned at 11:34 P.M.

**Respectfully submitted,**



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Lisa Peacock, Health Officer



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Karen Bargy, Chairperson

**HEALTH DEPARTMENT OF NORTHWEST MICHIGAN  
PERSONNEL & FINANCE COMMITTEE MEETING**

Tuesday, July 7th, 2020, 9:00 A.M.

Via Teams Meeting

**MINUTES**

PRESENT: Duane Switalski, Otsego County  
Shirley Roloff, Charlevoix County  
Karen Bargy, Antrim County  
David White, Emmet

ABSENT: None

HEALTH DEPARTMENT STAFF PRESENT:  
Lisa Peacock, Health Officer  
Erika Van Dam, Deputy Health Officer  
Terry Tollas, CFO & Director of Admin Services  
Natalie Kasiborski, Deputy Health Officer  
Kathleen Jakinovich, Director of Community Health

Meeting was called to order at 9:00 A.M. by Karen Bargy.

**Review and Approval of the June 2, 2020, Meeting Minutes:**

**MOTION:** Motion was made by Shirley Roloff that the Personnel and Finance Committee accept the June 2<sup>nd</sup>, 2020 meeting minutes. Supported by David White. Roll Call. All Yeas. Motion carried.

**Finance Update:**

Terry Tollas, CFO & Director of Admin Services, finance update given. Health Department of Northwest Michigan notes for comparative financial statements month and year to date May 2020 reviewed. Year to date May 2020 Financial Statements reviewed. Discussion.

**Adjournment: Karen Bargy adjourned the meeting at 9:47 A.M.**

Respectfully submitted,

Jennifer Kenney, Administrative Assistant