

**Minutes of the Board of Health Meeting
Health Department of Northwest Michigan
July 7, 2015**

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 July 7, 2015. 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: Robert Wilson, Karen Bargy, Shirley Roloff, Nancy Ferguson, Les Atchison, Larry Cassidy, Doug Johnson, and Julie Powers-Gehman.

Members absent/excused: None.

Staff in attendance: Linda Yaroch, Joshua Meyerson, Bradley Rider, Jane Sundmacher, and Patricia Fralick.

Approval of Minutes: Motion was made by Julie Powers-Gehman and supported by Larry Cassidy to approve the minutes of the June 2, 2015 meeting. All yeas. Motion carried.

Public Comment: None.

2014 AUDIT REPORT PRESENTATION

Aaron Mansfield, CPA from Dennis, Gartland & Niergarth presented the 2014 Audit Report. He gave an overview of the Agency's financial status. No difficulties were encountered in performing the audit. Graphs depicting the Government Fund Equity: Revenue and Expenditure Trends were discussed; Actual Revenues and Expenditures were discussed. Report on File. Aaron thanked Bradley Rider and staff for their assistance in preparing for the audit. **MOTION:** Motion was made by Doug Johnson to accept the 2014 Audit Report as submitted; supported by Larry Cassidy. All yeas. Motion carried.

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, Patricia Fralick, RN, MBA, Director of Family Health Services, Erika Van Dam MPH, CHES, Director of Community Health, and Bradley Rider, MBA, CFO & Director of Administrative Services.

- Linda Yaroch, RN, MPH, Health Officer- Thanked Bradley Rider and staff for a job well done on the financial audit process. Included in the Board packets were the 2014 Annual Report. Linda thanked Dan Reynolds and staff for an excellent job on telling the Agency's story. She will be attending each of the four County Board of Commissioners meetings to present the 2014 Annual Report. Jane Sundmacher led the Board through the 5th and 6th module for the Governance in Action training.
- Joshua Meyerson, MD, MPH, Medical Director –Reported on the June communicable diseases.
- Patricia Fralick, RN, MBA, Director of Family & Community Health Services-Pat gave a staffing update. She discussed the Healthy Families initiative, CHAP program, and the additional areas of responsibility in our Central Information and Appointment Scheduling Department.
- Erika Van Dam, MPH, CHES, Director of Community Health- Community Health Division report was included in packet for review.

- Bradley Rider, MBA, CFO & Director of Administrative Services- Bradley recognized his staff for their great performance during the financial audit process. He gave several updates including Facilities renovation, IT alliance, and Dental.

PERSONNEL & FINANCE COMMITTEE

The P&F Committee meet prior to the Board of Health meeting. They reviewed the following and recommends approval. That the CHC III (Community Health Coordinator III) position change from a Salary Grade 11 to a Salary Grade 10 and adding a CIAS II (Central Information and Appointment System Operator) position at a Salary Grade 6. This change will not affect any current employee(s) at this level. **MOTION:** Motion was made by Doug Johnson to support the CHC III position change from a Salary Grade 11 to a 10 and adding a CIAS II position at a level 6; supported by Larry Cassidy. All yeas. Motion carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE

MOTION: Larry Cassidy reported that the finance committee met and recommends approval of the June bills in the amount of \$588,803.39 and employees expenses of \$25,511.99 supported by Nancy Ferguson roll call vote. All yeas. Motion carried.

Unfinished Business: None.

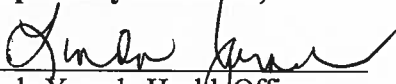
Other Business: None.

Adjournment:


Tuesday, August 4th, 2015 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 12:10 P.M.

Respectfully submitted,



Linda Yaroeh, Health Officer



Les Atchison, Chairperson