

**Minutes of the Board of Health Meeting
Health Department of Northwest Michigan
July 7, 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 June 7, 2016. The meeting was called to order at 10:00 A.M. Chairperson Les Atchison presiding and Linda Yaroch, Health Officer. Six members of the Board of Health were in attendance, establishing a quorum.

Members in attendance: Les Atchison, Karen Bargy, Shirley Roloff, Larry Cassidy, Robert Harkness and Nancy Ferguson.

Members absent/excused: Robert Wilson, Julie Powers-Gehman

Staff in attendance: Linda Yaroch, Bradley Rider, Scott Kendzierski, Amanda Thompson, Joshua Meyerson, Mary Briscoe, Jane Sundmacher and Erika VanDam.

Approval of Minutes: Motion was made by Shirley Roloff and supported by Karen Bargy to approve the minutes of the June 7, 2016 meeting. All yeas. Motion carried.

Public Comment: None.

Presentation of the 2015 Audited Financial Report:

Aaron Mansfield, CPA from Dennis, Gartland & Niergarth presented the 2015 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, Mary Briscoe and staff for their assistance in preparing for the audit. **MOTION:** Motion was made by Robert Harkness to accept the 2015 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, Erika Van Dam, MPH, CHES, Director of Community Health Services, Scott Kendzierski, MS, REHS, Director of Environmental Services, and Patricia Fralick, RN, MBA, Director of Family Health Services.

- Linda Yaroch, RN, MPH, Health Officer – Reported that the FY17 budget is being constructed. The revised MCDC contract was shared. This replaces the contract of 2007.
- Patricia Fralick, RN, MBA, Director of Family Health Services- Amanda Thompson, Family and Community Health Supervisor, on behalf of Family Health division, gave their report explaining the patient satisfaction survey and some success stories in this division.
- Joshua Meyerson, MD, MPH, Medical Director –Shared the June communicable diseases report for discussion. He talked about the recent PHEP Table Top exercise.
- Scott Kendzierski, MS, REHS, Director of Environmental Services-Reported he is continuing to work on the Sanitary Code Revision. Shared how people can access food inspections on line.

- Erika VanDam, MPH, CHES, Director of Community Health Services - Shared a success story for Mancelona Safe Routes to School. Building Healthy Communities update was given.

FINANCE COMMITTEE - ACCOUNTS PAYABLE

MOTION: Larry Cassidy reported that the finance committee met and recommends approval of the June bills in the amount of \$734,667.19 supported by Nancy Ferguson. Roll call vote. All yeas. Motion carried. Larry Cassidy also reported that the finance committee met and recommends approval of the June employee expenses of \$25,604.54 supported by Shirley Rolloff. Roll call vote. All yeas. Motion carried.

Unfinished Business: None.

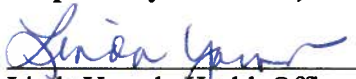
Other Business: None.

Adjournment:

Tuesday, August 2, 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 11:49 A.M.

Respectfully submitted,



Linda Yaroch, Health Officer



Les Atchison, Chairperson