

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

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 March 5, 2013. 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, David Howelman, Larry Sullivan, Ronald Reinhardt, Les Atchison, Larry Cassidy, Richard Sumerix, Doug Johnson.

Member Absent/Excused: None.

Staff in attendance: Linda Yaroch, Dr. Joshua Meyerson, Christie Vogelheim, Scott Kendzierski, Tina Lamont, Patricia Fralick, Jane Sundmacher, Matt Blythe, Amanda Thompson

Staff Absent/Excused: None.

Approval of Minutes: Motion was made by Richard Sumerix and supported by Karen Bargy to approve the minutes of the February 5, 2013 meeting. All yeas. Motion carried.

Public comment: None.

STAFF REPORTS

Linda Yaroch submitted a written report; Patricia Fralick and Scott Kendzierski reported on their Department's 2013 Priority Work Plan.

- Linda Yaroch, RN, MPH, Health Officer
- Joshua Meyerson, MD, MPH, Medical Director - Dr. Meyerson reported that he has been selected to participate in the Protecting Children and Families from Tobacco: Leadership Advocacy Training in Washington DC in April on behalf of the American Academy of Pediatrics. The Board congratulated Dr. Meyerson on being selected.
- Tina Lamont, Director of Home Care and Aging Services Director – No report for this month.
- Patricia Fralick, RN, MSA, Director of Family & Community Health Services – Pat introduced Amanda Thompson who is a family health nurse working in our Charlevoix office and studying towards her master's degree. Amanda took the lead in developing the quality improvement policy/procedures and plan. She observed the meeting.
- Scott Kendzierski, RS, Director of Environmental Health Services – Scott welcomed Matt Blythe, the new Emergency Preparedness Coordinator. Matt reported on his experience and previous work. He has worked for the American Red Cross as Director of Disaster and Military Services and the Michigan State Police as a training and exercise officer for the Radiological Emergency Preparedness Program. He has consulted as a training instructor for emergency preparedness and holds a Professional Emergency Management Certification. He gave an overview of the Emergency Preparedness 2013 Priority Work Plan.

QUALITY IMPROVEMENT POLICY/PROCEDURE

Motion: Motion was made by David Howelman to approve the Quality Improvement Policy/Procedures as presented; supported by Karen Bargy. All yeas. Motion passed unanimously.

QUALITY IMPROVEMENT PLAN POLICY/PROCEDURE

Motion: Motion was made by Doug Johnson to approve the Quality Improvement Plan as presented; supported by Richard Sumerix. All yeas Motion carried.

Les Atchison commented that Jane Sundmacher has done an excellent job on the Community Health Assessment/Mobilizing for Action Through Planning & Partnership meetings that have been held around the communities, he has attended some of them and it is a great process in collaboration with our area hospitals and agencies.

FINANCE COMMITTEE

Motion: Motion was made by David Howelman to approve the February, 2013 bills in the amount of \$494,262.14 and employees expenses of \$18,478.81 supported by Larry Cassidy. Roll call vote, all yeas. Les Atchison abstained. Motion carried.

Unfinished Business: Christie Vogelheim – Administrative Services 2013 Priority Work Plan report was deferred until the April meeting.

Other Business: None.

Adjournment:

Tuesday, April 2, 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 March 5, 2013 meeting was adjourned at 11:55 A.M.

Respectfully submitted,



Linda Yaroch, Health Officer



Les Atchison, Chairperson