

**Minutes of the Board of Health Meeting
Health Department of Northwest Michigan
May 5, 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 May 5, 2015. The meeting was called to order at 10:00 A.M. Chairperson Les Atchison presiding and Linda Yaroch, Health Officer. Seven 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.

Members absent/excused: Julie Powers-Gehman.

Staff in attendance: Linda Yaroch, Bradley Rider, Scott Kendzierski, Jane Sundmacher, Erika Van Dam and Dan Reynolds.

Approval of Minutes: Motion was made by Larry Cassidy and supported by Nancy Ferguson to approve the minutes of the April 7, 2015 meeting. 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, Patricia Fralick, RN, MBA, Director of Family Health Services, Erika Van Dam, Director of Community Health, and Scott Kendzierski, MS, REHS, Director of Environmental Health Services.

- Linda Yaroch, RN, MPH, Health Officer- Linda gave an update on Benzie- Leelanau contractual agreement being developed. Jane Sundmacher led the Board through the 3rd module for the Governance in Action training.
- Bradley Rider, MBA, CFO & Director of Administrative Services- presented the 2014 Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balance Budget and Actual. As well as the 2014 priority work plan for and the 2015 goals for finance.
- Joshua Meyerson, MD, MPH, Medical Director –April communicable disease reported and influenza is slowing down. He indicated the HPV vaccine, which covered 4 strains, is being replaced with the newly developed Gardasil 9- HPV which is a 9-valent vaccine.
- Patricia Fralick, RN, MBA, Director of Family & Community Health Services- her report was included in the packet for review.
- Erika Van Dam, Director of Community Health- presented the Community Health Division report. She thanked the Board in supporting the tobacco free initiative for Whiting Park and Thumb Lake Park.
- Scott Kendzierski, MS, REHS, Director of Environmental Health Services –Shared a Power point presentation of the Charlevoix municipal well field site and shared a map of sampling sites in Charlevoix County.

FACILITY FUND BALANCE:

Dan Reynolds reviewed the 2015 facilities project needs. **MOTION:** Nancy Ferguson made a motion to approve using up to \$500,000 out of the assigned fund balance - dental reserve to create a facilities fund for facility improvements. Supported by Shirley Roloff; roll call vote. All yeas. Motion carried

FINANCE COORINATOR POSITION:

Bradley Rider presented the updated job description. The change in the job description is due to the Supervisory role being removed from the job function. Bradley is taking on the Supervisor role. **MOTION:** Larry Cassidy made a motion to approve the Finance Coordinator position at a salary grade 9. Supported by Robert Wilson; roll call vote. All yeas. Motion carried

FINANCE COMMITTEE - ACCOUNTS PAYABLE

MOTION: Larry Cassidy reported that the finance committee met and recommends approval of the April bills in the amount of \$622,289.13 and employees expenses of \$20,006.94, supported by Nancy Ferguson; roll call vote. All yeas. Motion carried.

Unfinished Business: None.


Other Business: None.

Adjournment:

Tuesday, June 2, 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 Yaroch, Health Officer


Les Atchison, Chairperson