

**Minutes of the Board of Health
Health Department of Northwest Michigan
November 6, 2012**

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 November 6, 2012. The meeting was called to order at 10:00 A.M. Chairperson, Jack Jones presiding and Linda Yaroch, Health Officer. Six members of the Board of Health were in attendance, establishing a quorum.

Members in attendance: Karen Bargy, David Howelman, Shirlene Tripp, Les Atchison, Jack Jones, Doug Johnson

Member Absent/Excused: Robert Drebenstedt and Richard Sumerix.

Staff in attendance: Linda Yaroch, Dr. Joshua Meyerson, Christie Vogelheim, Patricia Fralick, Carol Paxton, Jane Sundmacher, Scott Kendzierski

Staff Absent/Excused: Tina Lamont

Approval of Minutes: Motion was made by Les Atchison and supported by Shirlene Tripp to approve the minutes of the October 2, 2012 meeting. All yeas. Motion carried.

Public comment: None.

STAFF REPORTS

Written reports were distributed with agenda for review prior to the meeting from the following staff:

- Linda Yaroch, RN, MPH, Health Officer
- Joshua Meyerson, MD, MPH, Medical Director
- Patricia Fralick, RN, MSA, Director of Family & Community Health Services
- Carol Paxton, RN, MSN, Director of Public Health Emergency Preparedness
- Scott Kendzierski, RS, Director of Environmental Health Services reported that we have hired Matthew Blythe as the Community Health Coordinator to replace Carol Paxton. Matthew has a tremendous amount of experience in the emergency preparedness world. He has a military background, has worked for the American Red Cross as the Director of Disaster and Military Services and the Michigan State Police as a training and exercise officer for the Radiological Emergency Preparedness Program. Additionally, he has consulted as a training instructor for emergency preparedness and holds a Professional Emergency Management certification. Matt will be starting January 7, 2013 and will be stationed out of the Charlevoix office.
- Tina Lamont, Director of Home Care and Aging Services Director – Linda Yaroch reported that Tina Lamont was unable to attend today's meeting and she wanted to congratulate the Home Health Division for recently be awarded the 2012 Homecare Elite status.

Personnel & Finance Committee

Linda Yaroch reported that the Personnel & Finance Committee meet prior to the Board of Health Meeting and reviewed the following items and recommends approval.

BLUE CROSS/BLUE SHIELD RATE – Motion by the Doug Johnson on recommendations of the Personnel & Finance committee to approve the request for the use of up to \$50,000 of the fund balance in the Year 2013 for payment of BCBS claims between \$50,000-\$100,000 above premium revenues; supported by Les Atchison. All yeas. Motion carried,

MERS DEFINED BENEFIT PLAN COST OF LIVING ADJUSTMENT FOR RETIREES – Motion was made by Doug Johnson on recommendations of the Personnel & Finance committee that no further Retirees Cost of Living Adjustments in future years be approved; supported by David Howelman. All yeas. Motion carried.

COMMUNITY HEALTH COORDINATOR III JOB DESCRIPTION - Motion was made by Doug Johnson on recommendations of the Personnel & Finance committee to approve the Community Health Coordinator III Job Description, supported by Les Atchison. All yeas. Motion carried.

ANTRIM COUNTY OFFICE SPACE/BUILDING – Motion was made by Doug Johnson on recommendations of the Personnel & Finance committee to approve the formation of a Sub-Committee comprised of Karen Bary, Dave Howelman, Pete Garwood, Linda Yaroch and Christie Vogelheim to review our options on the future needs of the Bellaire office. All yeas. Motion carried.

Finance Committee

Motion: Motion was made by David Howelman to approve the October, 2012 bills in the amount of \$968,183.72 and employees expenses of \$22,166.44 supported by Shirlene Tripp. All yeas. Motion passed. Les Atchison abstained from voting.

Unfinished Business: None.

Other Business: None.

Adjournment:

Tuesday, December 4, 2012 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 regular meeting of the Board of Health and the November 6, 2012 meeting was adjourned at 11:45 A.M.

Respectfully submitted,


Linda Yaroch, Health Officer


Jack Jones, Chairperson