

**Minutes of the Board of Health Meeting
Health Department of Northwest Michigan
November 1 , 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 November 1, 2016. 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: Les Atchison., Larry Cassidy, Robert Harkness, Nancy Ferguson, Karen Bargy, Robert Wilson, and Julie Powers-Gehman.

Members absent/excused: Shirley Roloff

Staff in attendance: Linda Yaroch, Lisa Peacock, Tina Lamont, Joshua Meyerson, Mary Briscoe, Scott Kendzierski, Erika VanDam, and Nichole Flickema.

Approval of Minutes: Motion was made by Nancy Ferguson and supported by Robert Harkness to approve the minutes of the October 4, 2016 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, Erika Van Dam, MPH, CHES Director of Community Health, Patricia Fralick. RN, MBA, Director of Family Health Services and Scott Kendzierski.

- Linda Yaroch, RN, MPH, Health Officer – Mary Briscoe presented the 2017 Initial Budget and presented a requested for Audit Services for 2016-2018. Linda Yaroch recommended a change to the classification and compensation plan.
- Joshua Meyerson, MD, MPH, Medical Director –Shared the October communicable diseases report.
- Scott Kendzierski, MS, REHS, Director of Environmental Services- Sanitary Code revision update given and the schedule of when it will be presented to the Counties was shared.
- Patricia Fralick. RN, MBA, Director of Family Health Services- Shared the many success of the Children's Special Health care Services.
- Erika Van Dam, MPH, CHES Director of Community Health-Nichole Flickema, on behalf of the Community Health Division, shared what the division is doing to prevent and bring awareness to sun cancer.

2017 INITIAL BUDGET:

Mary Briscoe shared the initial 2017 Budget. **MOTION:** Motion was made by Larry Cassidy, on behalf of the Personnel and Finance Committee, to approve the 2017 Annual Budget as presented to include that the \$150,000 unrestricted funds be restricted for use of capital improvement projects. Supported by Robert Harkness. Roll call. All yeas. Motion Carried.

REQUEST TO AWARD AUDIT SERVICES FOR THE FISCAL YEARS 2016-2018

MOTION: Motion was made by Robert Harkness and supported by Julie Powers-Gehman to award the audit services for the 2016-2018 fiscal years to Dennis, Gartland, and Niegarth, CPA's as presented. Roll call. All yeas. Motion carried.

HEALTH OFFICE EMPLOYMENT CONTRACT :

MOTION: Motion was made by Larry Cassidy, on behalf of the Personnel and Finance committee, to recommend Lisa Peacock as the new Health Officer as outlined in the employment contract to commence on 2/1/2017, supported by Nancy Ferguson. Roll call. All yeas. Motion carried.

CLASSIFICATION AND COMPENSATION PLAN:

MOTION: Motion was made by Larry Cassidy and supported by Nancy Ferguson to accept the proposed change to the classification and compensation plan. All yeas. Motion Carried. **MOTION:** Motion was made by Larry Cassidy and supported by Julie Powers-Gehman to study and review the current compensation and classification process in 2017 to ensure it is the most effective process. All yeas. Motion carried.

ALL STAFF MEETING DECEMBER 1ST:

Linda asked for the Boards support to shut the offices December 1st for the all staff meeting. Home Health and Hospice will still be available for clients needs. She also extended an invite to the Board for the lunch and the afternoon program. An invitation will be coming.

FINANCE COMMITTEE - ACCOUNTS PAYABLE

MOTION: Larry Cassidy reported that the finance committee met and recommends approval of the October bills in the amount of \$1,189,990.63 supported by Robert Harkness. All yeas. Motion Carried. Larry Cassidy reported that the finance committee met and recommends approval of the October employee expenses of \$23,094.50 supported by Nancy Ferguson. All yeas. Motion carried.

Unfinished Business: None.


Other Business: None.

Adjournment:

Tuesday, December 6, 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 12:05 A.M.

Respectfully submitted,


Linda Yaroch, Health Officer


Les Atchison, Chairperson