

## **Minutes of the Board of Health Meeting**

### **Health Department of Northwest Michigan**

**October 7, 2014**

**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 October 7th, 2014. The meeting was called to order at 10:00 A.M. Chairperson, Les Atchison presiding and Linda Yaroch, Health Officer. Five members of the Board of Health were in attendance, establishing a quorum.

**Members in attendance:** Les Atchison, Larry Cassidy, Larry Sullivan, David Howelman and Ronald Reinhardt.

**Members Excused/Absent:** Richard Sumerix, Karen Bargy and Doug Johnson.

**Staff in attendance:** Linda Yaroch, Dr. Josh Meyerson, Bradley Rider, Scott Kendzierski, Patricia Fralick and Jane Sundmacher

**Staff excused/absent:** Tina Lamont

**Approval of Minutes:** Motion was made by Ronald Reinhardt to approve the September 2, 2014 meeting minutes as presented by David Howelman. All yeas. Motion carried.

**Public Comment:** None.

**INTRODUCTIONS:** Bree Francis, an intern from Davenport University, is working on special projects at the Health Department as part of her internship.

Dennis Halverson was introduced as the new Emergency Preparedness Coordinator.

### **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 & Community Health Services.

- Linda Yaroch, RN, MPH, Health Officer- reported this is a busy time of year for submitting grant requests. A successful Open House was held at Cheboygan Dental Clinics. Also discussed, was the Building Healthy Community Project, Regional Health Network Development, Mi-Connect Network, Northern Health Plan, and The Robert Wood Johnson Foundation, Cross Junctional Team. It was announced Lisa Faust, our Finance Supervisor, will be departing in October.
- Joshua Meyerson, MD, MPH, Medical Director-reported on his monthly CD report. The focus of discussion was on the Ebola concerns.
- Patricia Fralick, RN, MBA, Director of Family & Community Health Services - vaccines have arrived and reminded all Board members to get their flu shots. She presented some challenges in the Breast & Cervical Cancer Control programs due to the ACA. Outreach opportunities and activities were presented along with updates on several pending Grants.
- Scott Kendzierski, MS, REHS, Director of Environmental Health Services – presented some opportunities for the EH Lab and looking for an intern. He let Dennis Halverson talk about the SNS plan he is working on to be compliant with State and Federal requirements.

**ROBERT WOOD JOHNSON FOUNDATION, CROSS JURISDICTIONAL TEAM:**

Linda Yaroach reviewed the Northern Michigan Public Health Alliance Memorandum of Understanding and Charter and asked the Board for Les Atchison permission to sign the Charter at the October Cross Jurisdictional Meeting.

**MOTION:** Motion was made by Larry Sullivan to approve Les Atchison to sign the Charter; supported by Larry Cassidy. All yeas. Motion carried.

**COMMITTEE REPORTS**

**PERSONNEL & FINANCE COMMITTEE**

Bradley Rider explained the changes to the Personal Policy Manual. Bradley reviewed a memo of changes stating in 9.4 of the handbook –smoking free policy to be referred to as tobacco free.

**MOTION:** Motion was made by David Howelman to accept the revised Personal Policy Manual; supported by Larry Sullivan. Roll call vote was taken. All Yeas. Motion carried.

**FINANCE COMMITTEE - ACCOUNTS PAYABLE**

**MOTION:** David Howelman reported that the finance committee met and recommends approval of the September, 2014 bills in the amount of \$486,435.01 and employee expenses of \$22,240.89 supported by Larry Cassidy. Roll call vote was taken. Les Atchison abstained. All yeas. Motion carried.

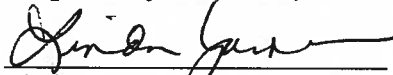
**Unfinished Business:** None.

**Other Business:** None.

**Adjournment:** Tuesday, November 4 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 11:55 AM.

Respectfully submitted,



Linda Yaroach, Health Officer



Les Atchison, Chairperson