

**Minutes of the Board of Health Meeting
Health Department of Northwest Michigan
October 4, 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 October 4, 2016. 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: Les Atchison., Shirley Roloff, Larry Cassidy, Robert Harkness, Nancy Ferguson, Karen Bargy, Robert Wilson, and Julie Powers-Gehman

Members absent/excused: none

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

Approval of Minutes: Motion was made by Nancy Ferguson and supported by Shirley Roloff to approve the minutes of the September 6, 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, MS, REHS, Director of Environmental Service.

- Linda Yaroch, RN, MPH, Health Officer – Linda introduced Mike Swain who will be a new Community Health Coordinator. Mary Briscoe shared the proposed Fiscal year change. Emmet Building Long Term agreement was shared. Health Officer selection is in process with the intent to come to the Board with a recommendation at the November meeting.
- Joshua Meyerson, MD, MPH, Medical Director –Shared the September communicable diseases report.
- Erika Van Dam, MPH, CHES Director of Community Health-Shared the Getting to the Heart of the Matter in Michigan initiative.
- Patricia Fralick, RN, MBA, Director of Family Health Services- Mary Martincek, BSN, RN, shared the Family Health update. She reported on the success of the Healthy Families Northern Michigan. She shared recent Healthy Families Northern Michigan satisfaction surveys.
- Scott Kendzierski, MS, REHS, Director of Environmental Service- Facility renovation updates were shared. Code revisions are in progress. Radan Action week is set for the week of October 24th where free kits will be given out.

FISCAL YEAR CHANGE:

MOTION: Motion was made by Nancy Ferguson to approve to change the fiscal year-end from December 31st to September 30th, supported by Julie Powers-Gehman. Roll call. All yeas. Motion carried.

EMMET BUILDING LONG TERM AGREEMENT:

MOTION: Motion was made by Larry Cassidy for Les Atchison to sign the Emmet Long Term Agreement supported by Robert Harkness. All yeas. Motion carried.

ANNUAL ALL STAFF MEETING

MOTION: Motion was made by Julie Powers-Gehman to authorize the offices to be closed for the Annual All Staff meeting taking place at Boyne Mountain December 1st, supported by Robert Harkness. Roll Call. All yeas. Motion Carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE

MOTION: Larry Cassidy reported that the finance committee met and recommends approval of the September bills in the amount of \$1,052,605.41 supported by Shirley Roloff. All yeas. Motion Carried. Larry Cassidy reported that the finance committee met and recommends approval of the September employee expenses of \$26,254.68 supported by Nancy Ferguson. All yeas. Motion carried.

Unfinished Business: None.

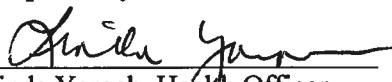
Other Business: None.

Adjournment:

Tuesday, November 1, 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 11:35 A.M.

Respectfully submitted,


Linda Yaroch, Health Officer


Les Atchison, Chairperson