Minutes of the Board of Health Meeting  
Health Department of Northwest Michigan  
October 2, 2018

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 2, 2018. The meeting was called to order at 10:02 A.M. Vice Chairperson Nancy Ferguson presiding and Lisa Peacock Health Officer. Seven members of the Board of Health were in attendance, establishing a quorum.


Members absent/excused: Karen Bargy

Staff in attendance: Lisa Peacock, Scott Kendzierski, Erika Van Dam, Natalie Kasiborski, Mary Briscoe, Dr. Meyerson, Carrie Field, and Kirsteyn

Approval of Minutes: Motion was made by Julie Powers and supported by Duane Switalski to approve the minutes of the September 4, 2018 meeting. All yeas. Motion carried.

Public Comment: None.

STAFF REPORTS
Written reports were distributed with agenda for review prior to the meeting from Lisa Peacock, RN, MSN, NP, Health Officer, Erika Van Dam, MPH, CHES, Deputy Health Officer, Joshua Meyerson, MD, MPH, Medical Director, Scott Kendzierski, MS, REHS Environmental Health Services Director, and Natalie Kasiborski, PhD, LMSW, MPH, Director of Community, and Jane Sundmacher, M.Ed. Regional Planning Director:

- Lisa Peacock, RN, MSN, NP, Health Officer – Compensation plan shared. Action required. Facilities update given. Classification schedule will be shared during Erika Van Dam’s report. MDHHS Accreditation 2019 update given.
- Erika Van Dam, MPH, CHES, Deputy Health Officer- Revised Classification Schedule shared. Action required.
- Joshua Meyerson, MD, MPH, Medical Director - September Communicable Disease report shared. Marijuana discussion regarding the upcoming ballot. Impact it could have on youth.
- Scott Kendzierski, MS, REHS, Environmental Health Services Director- Revised sanitary code and amended bills reviewed. Recent Soil Training took place. Foodborne Illness outbreak discussed. Groundwater discussion.
- Natalie Kasiborski, PhD, LMSW, MPH, Director of Community Health- Green Space improvement project shared by Kirstyyn Horan – IGNITE presentation given.
- Jane Sundmacher, M.Ed. Regional Planning Director- Healthcare and Housing Initiative shared.
EMPLOYEE COMPENSATION PLAN FOR FY 2019, 2020, 2021:
MOTION: Jonathan Scheel shared that the Personnel and Finance Committee met and makes a recommendation to the Full Board to accept the compensation plan for the 2019, 2020, 2021. 2019 increase will result in average of 2.1% increase, levels 1-8 will receive 2.5% and levels 9 to 18 receive a 2% increase, in 2020 a 2.2% increase, and 2021 a 2.3 % increase, supported by Shirley Roloff. All Yeas. Motion Carried.

ALL STAFF MEETING DECEMBER 6TH:
MOTION: Jonathan Scheel made a motion that all offices to be closed on December 6th to allow all staff to participate in the All Staff Meeting, supported by Duane Switalski. All Yeas. Motion Carried.

UPDATED CLASSIFICATION SCHEDULE:
MOTION: Jonathan Scheel made a motion to accept the revised job classification as presented, supported by Shirley Roloff. All yeas. Motion Carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE
MOTION: Jonathan Scheel reported that the finance committee met and recommends approval of the September bills in the amount of $ 637,850.24 and recommends approval of the September employee expenses of $ 30,112.68. Supported by Shirley Roloff. All yeas. Motion carried.

Unfinished Business: None.

Other Business: None.

Adjournment:
Tuesday, November 6th, 2018 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 P.M.

Respectfully submitted,

Lisa Peacock, Health Officer

Nancy Ferguson, Vice Chairperson