

**Minutes of the Board of Health Meeting  
Health Department of Northwest Michigan  
September 3, 2013**

**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 September 3, 2013. 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:** David Howelman, Larry Sullivan, Ronald Reinhardt, Les Atchison, Larry Cassidy, Richard Sumerix, Doug Johnson

**Member Absent/Excused:** Karen Bargy

**Staff in attendance:** Linda Yaroch, Dr. Josh Meyerson, Christie Vogelheim, Patricia Fralick, Tina Lamont, Scott Kendzierski, Jane Sundmacher

**Approval of Minutes:** Motion was made by Richard Sumerix and supported by Larry Sullivan to approve the minutes of the August 6, 2013 meeting. All yeas. Motion carried.

**Public Comment:** None.

**CHANGE IN AGENDA:** The chairperson reported that the Finance Committee 2014 Annual Budget report will be in conjunction with Linda Yaroch's Staff report.

**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 – Dr. Meyerson discussed the Immunization Waiver Policy for Schools. Beginning this school year our Public Health Nurses will be working more closely with our schools to ensure waivers are valid and to assist parents in ensuing access to immunizations for their children.
- Scott Kendzierski, MS, REHS, Director of Environmental Health Services
- Tina Lamont, Director of Home Care and Aging Services
- Patricia Fralick, RN, MSA, Director of Family & Community Health Services

**FINANCE COMMITTEE – 2014 ANNUAL BUDGET**

**Motion:** Doug Johnson made a motion on recommendation of the finance committee to approve the 2014 Annual Budget of \$22,651,722 of which \$10,543,033 is the Dental Clinic budget and with the use of up to \$100,000 from the Unassigned Fund Balance, supported by Dave Howelman. There was discussion. The finance committee recommends that the trend should be to work towards reducing utilization of the fund balance each year. Roll call vote, all yeas; motion carried.

**BENZIE LEELANU DISTRICT HEALTH DEPARTMENT**

**Motion:** Doug Johnson motioned on recommendation of the finance committee to approve and submit a proposal to provide a .20 FTE Personal Health Services Director to Benzie-Leelanau District Health Department, supported by Larry Cassidy. There was discussion. All yeas; motion carried.

**COMMITTEE REPORT**

**FINANCE COMMITTEE-ACCOUNTS PAYABLE**

**MOTION:** David Howelman reported that the finance committee met and recommends approval of the August, 2013 bills in the amount of \$507,212.16 and employees expenses of \$20,883.64 supported by Larry Sullivan. Roll call vote. All yeas. Les Atchison abstained. Motion carried.

**Unfinished Business:** None.

**Other Business:** None.

**Adjournment:**

**Orientation of New Board Members** – An Orientation Meeting on the Home Health & Hospice Programs is scheduled for 8:45 AM on Tuesday, October 1, 2013.

Flu Shots will be available from 9:00-10:00AM prior to the Board of Health meeting on October 1, 2013.

Tuesday, October 1, 2013 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.

The September 3, 2013 meeting was adjourned at 11:41 A.M.

**Respectfully submitted,**

  
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Linda Yaroach, Health Officer

  
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Les Atchison, Chairperson