

**Minutes of the Board of Health Meeting
Health Department of Northwest Michigan
September 6, 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 September 6, 2016. 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, Shirley Roloff, Larry Cassidy, Robert Harkness, and Nancy Ferguson.

Members absent/excused: Karen Bargy, Robert Wilson, and Julie Powers-Gehman

Staff in attendance: Linda Yaroch, Lisa Peacock, Joshua Meyerson, Mary Briscoe, Jane Sundmacher, Erika VanDam, Scott Kendzierski and Pat Fralick.

Approval of Minutes: Motion was made by Nancy Ferguson and supported by Larry Cassidy to approve the minutes of the August 2, 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 Health.

- Linda Yaroch, RN, MPH, Health Officer – 2016 Revised Annual Budget reviewed. Action required. Emmet Sublease Amendment reviewed, action required. Introduction of Lisa Peacock, RN, MSN, NP, as the new Deputy Health Officer.
- Joshua Meyerson, MD, MPH, Medical Director –Shared the August communicable diseases report.
- Patricia Fralick. RN, MBA, Director of Family Health Services- MyInsight update given.
- Erika Van Dam, MPH, CHES Director of Community Health-.Chronic Disease Coordinating Network update given. Telemedicine program expanding to Boyne City.
- Scott Kendzierski, MS, REHS-Food for Thought newsletter shared. This will be distributed quarterly electronically and will save the cost of printing, folding and mailing.

2016 REVISED ANNUAL BUDGET:

MOTION: Larry Cassidy, on behalf of the Personnel and Finance Committee, made a motion to accept the 2016 Revised Annual Budget as presented supported by Nancy Ferguson. Discussion. All yeas. Motion carried.

FACILITIES:

MOTION: Larry Cassidy made a motion for Les Atchison to sign the Emmet Sublease Amendment supported by Nancy Ferguson. All yeas. Motion carried.

MEDICARE AUTHORIZED OFFICIAL AND INDEMNIFICATION AS AUTHORIZED OFFICIAL REQUEST:

MOTION: Nancy Ferguson made a motion to allow Linda Yaroch to determine the individual who will be the Authorized Official on behalf of HDNW and assumed financial and legal responsibility for HDNW's Medicare Part B enrollment responsibilities as presented in the letter supported by Shirley Roloff. All yeas. Motion carried.

LETTER OF RESIGNATION:

Linda Yaroch provided a letter to the Board indicating her intent to retire effective January 31, 2017. She will be available to consult the new Health Officer and Leadership team to make this a smooth transition.

HEALTH OFFICER SELECTION PROCESS AND TIMLEINE:

MOTION: Larry Cassidy, on behalf of the Personal and Finance Committee, recommends we accept the Health Officer selection process as presented to include Josh Meyerson and Les Atchison will have rights to vote since they are assisting with the interview process supported by Robert Harkness. All yeas. Motion carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE

MOTION: Larry Cassidy reported that the finance committee met and recommends approval of the July bills in the amount of \$745,127.56 supported by Shirley Roloff. All yeas. Motion Carried. Larry Cassidy reported that the finance committee met and recommends approval of the July employee expenses of \$21,148.56 supported by Nancy Ferguson. All yeas. Motion carried.

Unfinished Business: None.

Other Business: None.

Adjournment:

Tuesday, October 4th, 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 11:49 A.M.

Respectfully submitted,


Linda Yaroch, Health Officer


Les Atchison, Chairperson