

**Minutes of the Regular Board of Health Meeting  
Health Department of Northwest Michigan  
December 1st, 2020 at 10:00 A.M.**

**Call to order:** A regular meeting of the Board of Health was held via conference call/Microsoft teams meeting on December 1st, 2020. The meeting was called to order at 10:00 A.M. by Karen Bargy, Chairperson. Eight members of the Board of Health were in attendance, establishing a quorum.

**Members in attendance; roll call:** Julie Powers, Shirley Roloff, Duane Switalski, David Heeres, David White, Nancy Ferguson, Karen Bargy and James Kargol.

**Members absent/excused:** none

**Staff in attendance:** Lisa Peacock, Natalie Kasiborski, Amanda Thompson, Jane Sundmacher, Terry Tollas, Scott Kendzierski, Joshua Meyerson, Kathleen Jakinovich, Laurel Johnson, and Jennifer Kenney.

**Approval of the November 3rd, 2020 Meeting Minutes:** James Kargol made a motion to approve the meeting minutes from November 3rd, 2020, supported by Nancy Ferguson. Roll call. All yeas. Motion carried.

**Public Comment:** none

**LIANNE HAGGERMAN RETIREMENT RESOLUTION**

**MOTION:** Motion was made by Julie Powers and supported by David Heeres to accept the retirement resolution as presented and wish Lianne well on her retirement. Roll call. All yeas. Motion Carried

**OPEN MEETING ACT (OMA) RESOLUTION:**

**MOTION:** Motion was made by Nancy Ferguson and supported by Duane Switalski to accept the Open Meeting Act resolution as presented. Roll call. All yeas. Motion Carried.

**STAFF REPORTS**

Written reports were distributed with agenda for review prior to the meeting from Lisa Peacock, RN, MSN, NP, Health Officer, Joshua Meyerson, MD, MPH, Medical Director, Natalie Kasiborski, PhD, LMSW, MPH, Deputy Health Officer, (verbal report) Amanda Thompson, MSN, RN, Director of Family Health (verbal report), Kathleen Jakinovich, MPH, Director of Community Health, Scott Kendzierski, MS, REHS Director of Environmental Health (verbal report), and Jane K. Sundmacher, M.Ed., Executive Director, Northern Michigan Community Health Innovation Region, Director of Regional Planning:

- Lisa Peacock, RN, MSN, NP, Health Officer- Current COVID-19 update given. Vaccine planning update given.
- Joshua Meyerson, MD, MPH, Medical Director- November 3<sup>rd</sup>, 2020 Communicable Disease Report shared.
- Kathleen Jakinovich, MPH, Director of Community Health- Grant update given. Staff new hires shared.
- Natalie Kasiborski, PhD, LMSW, MPH, Deputy Health Officer- Staff support initiatives during COVID-19 shared.
- Scott Kendzierski, MS, REHS Director of Environmental Health- Pellston PFAS update given. COVID-19 Enforcement activity reviewed. EH satisfaction-client/builder survey discussion.

- Amanda Thompson, MSN, RN, Director of Family Health- COVID testing updates given. Lab capacity for testing discussion. Contract tracing process reviewed. Lots of vaccine distribution planning happening.
- Jane K. Sundmacher, M.Ed., Executive Director, Northern Michigan Community Health Innovation Region, Director of Regional Planning – Recent grant proposals reviewed.

**FINANCE COMMITTEE - ACCOUNTS PAYABLE**

**ACCOUNTS PAYABLE:**

**MOTION:** Shirley Roloff reported that the finance committee met and recommends approval of the November bills in the amount of \$734,438.38 the November employee expenses of 13,271.68. Supported by Nancy Ferguson. Roll call. All Yeas. Motion carried.

**New Business:** none

**Other Business:** none

**Comments:**

**Adjournment:**

Tuesday, February 2nd, 2021 at 10:00 A.M. was the fixed date and time for the next regular meeting of the Board of Health.

Meeting adjourned at 12:11 P.M.

**Respectfully submitted,**



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Lisa Peacock, Health Officer



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Karen Bargy, Chairperson

**Minutes of the Special Board of Health Meeting  
Health Department of Northwest Michigan  
December 23rd, 2020 at 3:00 P.M.**

**Call to order:** A special meeting of the Board of Health was held via conference call/Microsoft teams meeting on December 23rd, 2020. The meeting was called to order at 3:00 P.M. by Karen Bargy, Chairperson. Seven members of the Board of Health were in attendance, establishing a quorum.

**Members in attendance; roll call:** Julie Powers, Shirley Roloff, David Heeres, David White, Nancy Ferguson, Karen Bargy and James Kargol.

**Members absent/excused:** Duane Switalski

**Staff in attendance:** Lisa Peacock, Natalie Kasiborski, Amanda Thompson, Jane Sundmacher, Terry Tollas, Scott Kendzierski, Joshua Meyerson, Kathleen Jakinovich, Laurel Johnson, and Jennifer Kenney.

**Public Comment:** none

**FINALIZED CRF FUNDING**

- Lisa Peacock, RN, MSN, NP, Health Officer presented the current funding status of the CRF funding. I would like to ask the Board of Health to consider approval of payment of a “service premium” to all regular, permanent employees of the Health Department. Many departments have done similar payments for their employees utilizing unspent funds intended to support the COVID response and other sectors have received “hazard pay” that unfortunately public health staff did not qualify for. We have carefully tracked and spent the allocations received on necessary expenses such as additional staffing, equipment, and supplies and have a small amount of unspent funds remaining in several buckets that could be used for this purpose. It must be spent for the purpose it was intended by 12/30/20 and payroll expenses are allowable. Health Department staff have been extremely busy responding to the pandemic from the very beginning – every single role was needed to manage the emergency response and many employees have shifted in and out of their usual and alternative roles. The Health Department has been the voice for the community, businesses and local units of government right from the start. All employees within the Health Department have been impacted in one way or another. Shifts of working from home, changing of job duties and priorities, stepping up in different job roles to meet the need of the community are just a few ways employees have been impacted. We are fortunate to have a workforce dedicated to this community’s needs.

**CRF FUNDING**

**MOTION:** Motion was made by Julie Powers and supported by James Kargol to approve a one-time service premium payment in the amount of \$500 to regular, permanent employees of Health Department of Northwest Michigan using available and unspent coronavirus relief funds and

processed in the upcoming payroll. Roll call. (7) Seven yeas; (1) One absent; Switalski. All Yeas. Motion Carried.

**New Business:** none

**Other Business:** none

**Adjournment:**

February 2<sup>nd</sup>, 2021 at 10:00 A.M. was the fixed date and time for the next regular meeting of the Board of Health.

Meeting adjourned at 3:18 P.M.

**Respectfully submitted,**



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Lisa Peacock, Health Officer



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Karen Bargy, Chairperson