

**Minutes of the Regular Board of Health Meeting
Health Department of Northwest Michigan
August 2, 2022, at 4:30 p.m.**

Call to order: A regular meeting of the Board of Health was held at the Roloff Center on August 2, 2022. The meeting was called to order at 4:30 p.m. by Scott Hankins, Chairperson. Eight (8) members of the Board of Health were in attendance, establishing a quorum.

Members in attendance, roll call: Scott Hankins, Jarris Rubingh, Shirley Roloff, Christian Marcus, Julie Powers, Charlie MacInnis, Rob Pallarito, and Matt Koontz.

Members absent/excused: None

Staff in attendance: Holly Campbell, Dan Thorell, Amanda Thompson, Kathleen Jakinovich, Janenne Pung, Kris Lifer, Jennifer Kenney, Dr. Meyerson, Melissa Hahn, Jeremy Fruk, Andrea Pierce, Tim Hella, Jane Sundmacher, Ryan Millstead, and Ian Hughes.

APPROVAL OF THE JULY 5, 2022, BOARD OF HEALTH MEETING MINUTES:

MOTION: Rob Pallarito made a motion to approve the July 5 meeting minutes. Supported by Shirley Roloff. Roll call. All yeas. Motion carried.

APPROVAL OF AGENDA:

MOTION: Jarris Rubingh made a motion to amend the agenda to add the RFP for legal services as item number seven A (7-A) on the agenda. Supported by Charlie MacInnis. Roll call. All yeas. Motion carried.

PUBLIC COMMENT:

Public comment rules were reviewed. Public comment was heard.

HEALTH OFFICER POSITION:

Job description was approved at the July 5 meeting. Approval is needed from the Board to post the position. Posting sites reviewed. There is no cost to post with MALPH. Michigan Association of Counties is another option. Discuss on the hiring process. Julie Powers goes on record that she would not support a headhunter to help fill this position. Using a headhunter is not a current consideration. Scott Hankins and Dan Thorell will have a follow up conversation on the process of hiring a Health Officer and report back to Board.

MOTION: Julie Powers made a motion to table the Health Officer position posting until the September meeting. Supported by Shirley Roloff. Voice vote. All yeas. Motion passed.

MANCELONA BUILDING DISCUSSION:

Immediate need is to repair the leaking roof. Bids reviewed. The health department leases this building from Northern Health Foundation and subleases to various tenants. Tenant space reviewed. Rental rate for tenants discussed. Lease rental rates reviewed. The Board requested more information on how long these rates have been in place. Gerry Chase was present to answer questions via Zoom.

MOTION: Christian Marcus made a motion to authorize the roof repair using the Burdco bid of \$49,649. Discussion. Supported by Jarris Rubingh. Roll call. All yeas. Motion carried.

MOTION: Charlie MacInnis made a motion to authorize Dan Thorell to contact Mancelona Public Schools regarding the possibility of expanding the Mancelona facility and changing our reversion date from 2042 to 2052. Supported by Matt Koontz. Discussion. Roll call. Six (6) no, Jarris Rubingh,

Christian Marcus, Shirley Roloff, Scott Hankins, Rob Pallarito, and Julie Powers. Two (2) yeas, Matt Koontz and Charlie MacInnis. Motion failed. Further discussion.

MOTION: Scott Hankins made a motion to hold the September Board of Health meeting at the Mancelona facility so the Board can investigate the expansion of the office. Supported by Charlie MacInnis. Voice vote. All yeas. It was confirmed the facility is available at this date and time.

Recess taken at 6:03 p.m. Back in session at 6:12 p.m.

REQUEST FOR LEGAL SERVICES:

Personnel and Finance Committee met and voted to present this RFP to the full Board. The only change made at the Committee level was to revise section m in the RFP. Added under section m: "Agency-wide decisions that have the potential to impact the Health Department, Board of Health members, or Member Counties."

MOTION: Julie Powers made a motion to accept the RFP for Legal Services as presented. Supported by Jarris Rubingh. Roll call. All yeas. Motion passed.

STAFF REPORTS:

- Dan Thorell, M.S., R.S. Interim Health Officer - Staff Highlights: Jeremy Fruk, Director of Environmental Health-Food Service Program. Amended FY22 Budget reviewed (Action requested). Annual report presentation will be reviewed at the County Commissioners meetings.

Written reports submitted by:

- Holly Campbell, MPH, RN, Deputy Health Officer - Oral health kindergarten assessment program information submitted.
- Joshua Meyerson, MD, MPH, Medical Director - July communicable disease report shared. Monkeypox information shared.
- Kathleen Jakinovich, MPH, Director of Community Health Services - Provided grant updates for her division.
- Amanda Thompson, MSN, RN, Director of Family Health & Melissa Hahn, MPH, BA, RN, Interim Director of Family Health - Provided information on the Breast and Cervical Cancer Control Navigation Program, NM Breast Health Services Assistance Program, and the WISEWOMEN Program.
- Jeremy Fruk, MSA, REHS, Director of Environmental Health Services - Presented the Food Service Program.
- Jane Sundmacher, M.ED., Regional Planning Director - Shared current CHIR grant requests.

AMENDED FY2022 BUDGET:

MOTION: Charlie MacInnis made a motion to accept the recommendation from the Personnel and Finance Committee and adopt the amended FY2022 budget. Supported by Rob Pallarito. Roll call. All yeas. Motion carried.

CLOSED SESSION PURSUANT TO MCL 15.268(H) TO DISCUSS ATTORNEY-CLIENT PRIVILEGED WRITTEN LEGAL OPINION:

MOTION: Shirley Roloff made a motion to enter into closed session. Supported by Rob Pallarito. Roll call. One (1) no, Jarris Rubingh. Seven (7) yeas, Scott Hankins, Shirley Roloff, Christian Marcus, Julie Powers, Charlie MacInnis, Rob Pallarito, and Matt Koontz. Motion carried. Entered into closed session at 6:45 p.m.

Entered into open session at 7:33 p.m.

MOTION: Scott Hankins made a motion that there has been a demand by Lisa Peacock through her attorney for payment of \$5,893.32. Ms. Peacock claims that this amount represents the difference between

what she was paid for her PTO time based on the Health Department's Paid Time Off policy, section 19.6 of the Personnel Policy adopted by the Board of Health on December 11, 2018, and a payout of 100% of her accrued PTO. The parties disagree on the meaning of "full payout" as stated in the Settlement Agreement & Release dated April 26, 2022. The HD and BOH are not willing to waive or vary from the specific provisions of the Paid Time Off policy, which for more than 15 years has been consistently enforced based on Years of Employment table set forth therein.

However, it is in the best interest of the HD to avoid the expense associated with litigation and resolve any further alleged dispute and to achieve a full and final resolution to this matter. Scott Hankins moved that we accept the opinion and recommendation of our counsel and the Board to authorize counsel to proceed consistent with her recommendation. Supported by Matt Koontz. Roll call. Three (3) no, Jarris Rubingh, Christian Marcus, and Julie Powers. Five (5) yeas, Shirley Roloff, Scott Hankins, Charlie MacInnis, Rob Pallarito and Matt Koontz. Motion carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE:

MOTION: Charlie MacInnis made a motion that the finance committee met and recommends approval of the July bills in the amount of \$594,162.85 and the July employee expenses of 18,716.39. Supported by Shirley Roloff. Roll call. All yeas. Motion carried.

Next meeting of the P&F Committee will be at 3:00 p.m. prior to September BOH meeting at the Mancelona facility.

PROGRAM AND EVALUATION COMMITTEE:

Next scheduled meeting is 4:30 p.m., August 15, 2022, at 4:30 p.m. at the Health Department of Northwest Michigan to continue to work on bylaw revisions.

PUBLIC COMMENT: Was heard.

COMMISSIONERS UPDATE: None

UNFINISHED BUSINESS: None.

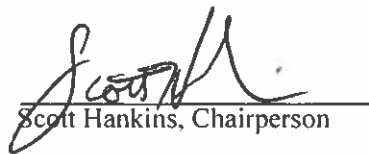
ADJOURNMENT

Motion to adjourn made by Charlie MacInnis, supported by Rob Pallarito. All yeas. Motion carried. Tuesday, September 6 at 4:30 p.m. was the fixed date and time for the next regular meeting of the Board of Health at the Mancelona facility. Meeting adjourned at 7:46 p.m.

Respectfully submitted,



Dan Thorell, Interim Health Officer



Scott Hankins, Chairperson

AUGUST 2, 2022