

**Minutes of the Regular Board of Health Meeting
Health Department of Northwest Michigan
July 5, 2022, at 4:30 p.m.**

Call to order: A regular meeting of the Board of Health was held at the Roloff Center on July 5, 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, Chris Lacroix, Jennifer Kenney, Dr. Meyerson, Melissa Hahn, Jeremy Fruk, Bethany Lieberman, Danica Howard, Kristy Forrest, Andrea Pierce, Paul Howard, and Ian Hughes.

APPROVAL OF THE JUNE 7, 2022, BOARD OF HEALTH MEETING MINUTES:

MOTION: Shirley Roloff made a motion to approve the June 7 meeting minutes. Supported by Rob Pallarito. Roll call. All yeas. Motion carried.

APPROVAL OF AGENDA:

MOTION: Rob Pallarito made a motion to accept the agenda as presented. Supported by Jarris Rubingh. Roll call. All yeas. Motion carried.

PUBLIC COMMENT:

Public comment rules were reviewed. Public comment was heard.

HEALTH OFFICER JOB DESCRIPTION REVIEW:

MOTION: Charlie MacInnis made a motion to accept the revised job description as presented. Supported by Christian Marcus. Roll call. All yeas. Motion carried.

REQUEST FOR PROPOSAL FOR LEGAL REPRESENTATION:

Sample RFP letter was shared with the Board of Health by Interim Health Officer Dan Thorell. Discussion. The Board of Health consensus is to have the Personnel and Finance Committee review this process and report back to the full Board of Health.

PURCHASING POLICY:

Commissioner Jarris Rubingh shared verbiage from Antrim County's purchasing policy. Discussion. Consensus from the Board was to have the Personnel and Finance Committee review the current policy for further discussion by the full Board of Health.

STAFF REPORTS:

- Dan Thorell, M.S., R.S. Interim Health Officer - Staff Highlight: Amanda Thompson, Family Health Director/Interim Deputy H.O. Demographic picture of HDNW shared. Employee compensation plan request discussion. County appropriations and funding discussion. Lynne DeMoor retirement resolution presented. HDNW Fundamentals shared.

Written reports submitted by:

- Holly Campbell, MPH, RN, Deputy Health Officer - Workforce development planning report.

- Joshua Meyerson, MD, MPH, Medical Director - June communicable disease report on rabies and animal bites.
- Kathleen Jakinovich, MPH, Director of Community Health Services - School based summary and health center numbers of clients served.
- Amanda Thompson, MSN, RN, Director of Family Health - Presented demographic picture of HDNW. Written report included WIC (Women, Infants, and Community) supplemental nutrition program.
- Jeremy Fruk, MSA, REHS, Director of Environmental Health Services - Beach monitoring update.
- Jane Sundmacher, M.ED., Regional Planning Director - MiThrive Community Health Improvement Plan (CHIPs).

EMPLOYEE COMPENSATION REQUEST:

MOTION: Matt Koontz made a motion to approve the employee compensation request of a three (3) percent wage increase for fiscal years 2023 and 2024 and an additional floating holiday, which will not accrue. Supported by Julie Powers. Roll call. All yeas. Motion carried.

RETIREMENT RESOLUTION:

Kathleen Jakinovich presented a retirement resolution for Lynne DeMoor who has served our agency as a nutritionist for sixteen (16) years.

MOTION: Rob Pallarito made a motion to accept the presented retirement resolution for Lynne DeMoor and thanked her for her service. Supported by Shirley Roloff. Roll call. All yeas. Motion carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE:

MOTION: Charlie MacInnis made a motion that the finance committee met and recommends approval of the June bills in the amount of \$594,162.85 and the June employee expenses of \$20,857.08. Supported by Christian Marcus. Roll call. All yeas. Motion carried.

This Committee will set a time to meet and discuss the request for proposal for legal representation and the purchasing policy.

PROGRAM AND EVALUATION COMMITTEE:

Next scheduled meeting is 4:30 P.M., August 15, 2022, at the Health Department of Northwest Michigan to continue to work on by-law revisions.

PUBLIC COMMENT: None.

COMMISSIONER UPDATES:

Jarris Rubingh has received communication from the Michigan Association of Counties on budgeting, specifically on how an increase to the budget will impact the environmental health department. Request from Jarris Rubingh to share any information that may impact HDNW at a future meeting. Jarris Rubingh also acknowledged Dan Thorell's hard work during this transition and thanked him. Matt Koontz recognized that under leadership of Lisa Peacock, the Health Department received the Director's Award from MDHHS, and thanked staff for their hard work and dedication.

NEW BUSINESS: None.

UNFINISHED BUSINESS: None.

ADJOURNMENT:

Motion to adjourn made by Charlie MacInnis, supported by Rob Pallarito. All yeas. Motion carried. Tuesday, August 2 at 4:30 p.m. was the fixed date and time for the next regular meeting of the Board of Health. Meeting adjourned at 6:36 p.m.

Respectfully submitted,



Dan Thorell, Interim Health Officer



Scott Hankins, Chairperson

JULY 5, 2022