

**Minutes of the Regular Board of Health Meeting  
Health Department of Northwest Michigan  
4:30 p.m. Dec. 6, 2022**

**Call to order:** A regular meeting of the Board of Health was held at the Charlevoix County Shirley Roloff Center on Dec. 6, 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:** Chairperson Scott Hankins, Commissioners Jarris Rubingh, Christian Marcus, Charlie MacInnis, Rob Pallarito, Matt Koontz, Shirley Roloff, Henry Mason

**Members absent/excused:** None

**Staff in attendance:** Dan Thorell, Holly Campbell, Shannon Klonowski, Jeremy Fruk, Janenne Pung, Amanda Thompson, Dr. Joshua Meyerson, Melissa Hahn, Jennifer Kenney, Amy Horstman, Tim Hella, Joy Klooster, Chris Lacroix, Kathleen Jakinovich, Ryan Millstead, Nicole Spires, Paul Howard, and Melanie Bosman

**APPROVAL OF THE NOV. 1, 2022 BOARD OF HEALTH MEETING MINUTES:**

**MOTION:** Commissioner Rubingh made a motion to correct the wording to read “minutes as amended” to the Nov. 1, 2022, minutes of the regular Board of Health meeting minutes. Commissioner Roloff made a motion to approve the Nov. 1 meeting minutes. Supported by Commissioner Marcus. Roll call. All yeas. Motion carried.

**APPROVAL OF AGENDA:**

**MOTION:** Commissioner MacInnis made a motion to approve the agenda as presented. Supported by Commissioner Pallarito. Roll call. All yeas. Motion carried.

**PUBLIC COMMENT:** Public comment was heard.

**RETIREMENT RESOLUTION - JOY KLOOSTER**

Amanda Thompson read the retirement resolution. The board acknowledged the retirement resolution and thanked Joy Klooster for her years of service.

**MOTION:** Commissioner Roloff made a motion to accept the retirement resolution as presented. Supported by Commissioner Pallarito. Roll call. All yeas. Motion carried.

**JANUARY BOARD OF HEALTH MEETING:**

**MOTION:** Commissioner MacInnis made a motion to cancel the Board of Health meeting Jan. 3, 2023, and to resume monthly meetings Feb. 7, 2023. Supported by Commissioner Rubingh. All yeas. Motion carried.

**JANUARY PERSONNEL AND FINANCE COMMITTEE BILL PAY BOARD REPRESENTATION:**

**MOTION:** Commissioner MacInnis made a motion to approve Dec. 2022 bill pay by way of a Zoom meeting between Commissioners Rubingh, Hankins, Koontz, Mason at 3:30 p.m. Jan. 17. Supported by Commissioner Rubingh. Roll call. All Yeas. Motion carried.

**HEALTH OFFICER CONTRACT:**

**MOTION:** Commissioner Koontz made a motion to accept the Health Officer’s contract with amendments made to line items 4, 5, and 7. Supported by Commissioner Roloff. Roll call. Six (6) Yeas:

Commissioners Koontz, Pallarito, Marcus, Roloff, Hankins, MacInnis; Two (2) No: Commissioners Rubingh, Mason. Motion carried.

**STAFF REPORTS:**

Dan Thorell, M.S., R.S. Interim Health Officer – Oral and written reports shared, including Sanitary Code update. (ACTION NEEDED).

- Staff Highlight - Amy Horstman presented on the Photovoice Behavioral Health Project.

Written reports submitted by:

- Holly Campbell, MPH, RN, Deputy Health Officer – Partnership to increase care shared.
- Joshua Meyerson, MD, MPH, Medical Director – November communicable disease report shared. Physicians update presented.
- Kathleen Jakinovich, MPH, Director of Community Health Services – Submitted a report on Mindful in Schools program.
- Amanda Thompson, MSN, RN, Director of Family Health & Melissa Hahn, MPH, BA, RN, Interim Director of Family Health – Children Health Care Services activity submitted.
- Jeremy Fruk, MSA, REHS, Director of Environmental Health Services – Radon action month information shared.
- Jane Sundmacher, M.ED., Regional Planning Director –Photovoice Youth Mental Health Anti-Stigma Exhibit shared.

**SANITARY CODE BOARD OF APPEALS APPLICATIONS:**

**MOTION:** Commissioner MacInnis made a motion to approve adding a \$300 fee to the 2023 Environmental Health fee schedule. Fee covers the cost to record final decisions of the Sanitary Code Board of Appeals (SCBOA) with the Register of Deeds. Supported by Commissioner Koontz. Roll Call. Six (6) Yeas; Commissioners Koontz, Pallarito, Mason, Roloff, Hankins, MacInnis; Two (2) No: Commissioners Rubingh, Marcus. Motion carried.

**FINANCE COMMITTEE - ACCOUNTS PAYABLE:**

**MOTION:** Commissioner MacInnis made a motion that the finance committee met and recommend approval of the November bills in the amount of \$607,816.66 and the November employee expenses of \$22,077.77. Supported by Commissioner Pallarito. Roll call. All yeas. Motion carried.

**PROGRAM AND EVALUATION COMMITTEE:**

**MOTION:** Commissioner Marcus made a motion to not allow grant application in 2023 for funding from the Michigan Health Endowment Fund to implement a two-year Mindful Schools™ project. Supported by Commissioner Mason. Roll call. Six (6) Yeas: Commissioners Rubingh, Marcus, Roloff, Hankins, Pallarito, Mason. Two (2) no: Commissioners Koontz, MacInnis. Motion carried.

**PUBLIC COMMENT:** Public comment was heard.

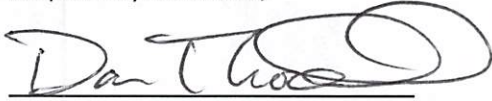
**COMMISSIONER UPDATE:** Opioid update from Antrim County given by Commissioner Rubingh.

**UNFINISHED BUSINESS:** None.

**ADJOURNMENT**

Motion to adjourn made by Commissioner MacInnis, supported by Commissioner Hankins. All yeas.  
Motion carried. 4:30 p.m. Feb. 7 was fixed as the time and date for the next regular meeting of the  
Board of Health at the Charlevoix County Shirley Roloff Center. Meeting adjourned at 7:08 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dan Thorell", written over a horizontal line.

Dan Thorell, Interim Health Officer  
Dec. 6, 2022

A handwritten signature in blue ink, appearing to read "Scott Hankins", written over a horizontal line.

Scott Hankins, Chairperson