

**Minutes of the Regular Board of Health Meeting
Health Department of Northwest Michigan
10:00 a.m. June 6, 2023**

Call to order: A regular meeting of the Board of Health was held at the Shirley Roloff Center in Charlevoix on June 6, 2023. The meeting was called to order at 10:00 a.m. by Commissioner Hankins, Chairperson. Eight (8) members of the Board of Health were in attendance, establishing a quorum.

Members in attendance, roll call: Commissioners Scott Hankins, Josh Chamberlain, Dawn LaVanway, Jarris Rubingh, Rich Ginop, Don Mapes, Jonathan Turnbull, and Henry Mason

Members absent/excused: None

Staff in attendance: Dan Thorell, Holly Campbell, Shannon Klonowski, Melissa Hahn, Jeremy Fruk, Janenne Pung, Dr. Joshua Meyerson, Jane Sundmacher, Tim Hella, Kathleen Jakinovich, Chris Lacroix, Kris Lifer, and Melanie Bosman

PLEDGE OF ALLEGIANCE

INVOCATION

AGENDA DISCUSSION

Per Roberts Rules of Order, it is not required to have an approval of the agenda, but the board can add or delete any items on the current agenda with a motion that is seconded and voted on.

APPROVAL OF THE MAY 2, 2023 BOARD OF HEALTH MEETING MINUTES:

MOTION: Commissioner LaVanway made a motion to approve the May 2 meeting minutes. Seconded by Commissioner Mason. Roll call. All ayes. Motion carried.

APPROVAL OF THE MAY 15, 2023 SPECIAL BOARD OF HEALTH MEETING MINUTES:

MOTION: Commissioner Rubingh made a motion to approve the May 15 special meeting minutes. Seconded by Commissioner Chamberlain. Roll call. All ayes. Motion carried.

PUBLIC COMMENT: Public comment was heard.

Closed session pursuant to MCL 15.268(h) to discuss attorney-client privileged written legal opinion:

MOTION: Commissioner Hankins made a motion to go into closed session at 10:51 a.m. Seconded by Commissioner Chamberlain. Roll call. All yeas. Motion carried. Returned from closed session at 11:50 a.m.

STAFF REPORTS:

Dan Thorell, M.S., R.S., Health Officer – Oral and written reports shared, including Health Department of Northwest Michigan Grant Priorities and Summary of the Main Points of Proposed “Statewide Sewage Code.”

Written reports submitted by:

- Joshua Meyerson, MD, MPH, Medical Director – May 2023 communicable disease report shared. Submitted a report on ticks and common tick-borne diseases.
- Kathleen Jakinovich, MPH, Director of Community Health – Submitted a report on Mental Health Awareness Month.
- Melissa Hahn, MPH, BA, RN, Director of Family Health – Submitted a report on hearing and vision screenings.
- Jeremy Fruk, M.S.A., R.E.H.S., Director of Environmental Health – Submitted a report on PFAS update in our community.
- Jane Sundmacher, M.Ed., Regional Planning Director – Submitted a report on the Behavioral Health Action Summit.

PERSONNEL & FINANCE COMMITTEE – ACCOUNTS PAYABLE:

April 2023 and May 2023 bills and employee expenses were approved during the May 15, 2023 Special Board of Health Meeting.

PROGRAM & EVALUATION COMMITTEE:

No updates to report.

UNFINISHED BUSINESS:

CLARIFICATION REGARDING GRANT OVERSIGHT:

MOTION: Commissioner Hankins made a motion that the Program and Evaluation Committee has the authority to review potential future grants and make recommendations to the full Board of Health for approval or denial. Seconded by Commissioner Ginop. Roll call. Seven (7) ayes: Commissioners Hankins, Mapes, Mason, LaVanway, Rubingh, Ginop, and Turnbull. One (1) no: Commissioner Chamberlain. Motion carried.

GRANT MANAGEMENT POLICY:

Dan Thorell expressed a need to revise the agency's grant management policy to provide direction and clarification. A Program and Evaluation Committee meeting will be scheduled to review the revised policy and to work together to see what makes sense.

NEW BUSINESS:

DISCUSSION REGARDING MEETING LOCATION & TIME:

Commissioner Hankins would like to keep the regular Board of Health meetings to 10:00 a.m., the first Tuesday of each month at the Charlevoix County Shirley Roloff Center. He will address this with county administration.

DISCUSSION REGARDING BOARD OF HEALTH SCHEDULED JULY MEETING:

MOTION: Commissioner LaVanway made a motion to not hold a Board of Health meeting in July 2023. Seconded by Commissioner Rubingh. Roll call. All ayes. Motion carried.

IT TECHNICIAN LEVEL 1 AND 2 RECLASSIFICATION:

MOTION: Commissioner LaVanway made a motion to update the current IT Data Management Analyst 1 position (Salary Grade 6) to a two-tied classification of an IT Technician Level 1 (Salary Grade 5) and IT Technician Level 2 (Salary Grade 6) per the Health Department of Northwest Michigan's Salary Classification Schedule, effective immediately. Seconded by Commissioner Ginop. Roll call. All ayes. Motion carried.

FINANCIAL AUDITOR REQUEST FOR PROPOSAL:

MOTION: Commissioner LaVanway made a motion to accept the Audit RFP response from Dennis Gartland & Niergarth for audit services for the fiscal years 2023, 2024, and 2025. Seconded by Commissioner Ginop. Roll call. All ayes. Motion carried.

PUBLIC COMMENT: Public comment was heard.

ADJOURNMENT

Commissioner Mapes made a motion to adjourn the meeting at 1:05 p.m. Seconded by Commissioner LaVanway. Voice vote. All ayes. Motion carried.

10:00 a.m. Tuesday, August 1 was the fixed date and time for the next regular meeting of the Board of Health.

Respectfully submitted,



Dan Thorell, Health Officer
August 1, 2023



Scott Hankins, Chairperson

Date: July 25, 2023

To: Board of Health

From: Dan Thorell, MS, RS, Health Officer

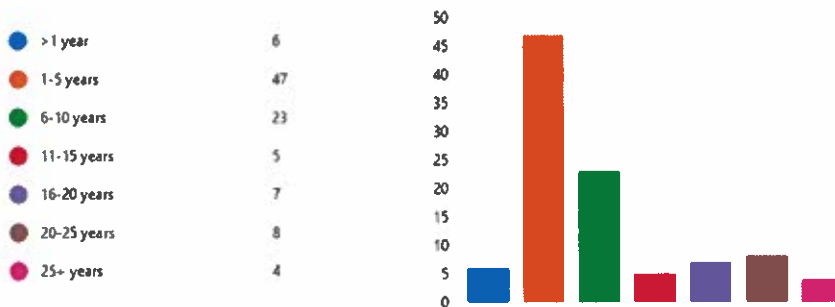
Subject: August 2, 2023, Board of Health Report

Workforce Development Survey

Our workforce is our greatest asset. A survey was distributed to all HDNW staff to gather data about the workforce. This helps inform decision making on a variety of topics. As you will see below, the majority of employees have been with HDNW less than 5 years, which means training and retention strategies are a priority. Also, we have a highly educated workforce with a wide mixture of degrees. This snapshot of data gives us a picture of how we can better train and develop a competent public health workforce.

Workforce Survey Highlights:

- 100 respondents
- How long have you worked at HDNW?



- What is your highest degree attained?

