

PUBLIC NOTICE

HEALTH DEPARTMENT OF NORTHWEST MICHIGAN PROGRAM & EVALUATION COMMITTEE

Meeting will be held at:

10:00 a.m. Tuesday, August 29, 2023

Health Department of Northwest Michigan
220 W. Garfield, Charlevoix, MI 49720
(231) 547-7663

ZOOM OPTION AVAILABLE

Safety Capacity

In person attendance will be limited to allow for spacing and following the Health Department of Northwest Michigan capacity limits as established by the Fire Marshall. Attendees are reminded they can also view the meeting via zoom with the link provided. Public comment will not be allowed via zoom.

Submission of comments on agenda items

Public comment is welcomed by the Board of Health. Members of the public attending in person may address the Board of Health during “Public Comment” on any agenda item. Any member of the public speaking under the privilege of “Public Comment” may speak no longer than three (3) minutes.

The public is requested – but is not required – to fill out a “Public Comment Card” to address the Board of Health on any agenda item before the Board of Health acts on the item. The Public Comment Card is accessible by clicking this link: [PUBLIC COMMENT CARD](#). NOTE: Public comments submitted via public comment card will be reviewed but not read at the meeting.

The Board of Health will also accept public comments by contacting Board of Health members directly via phone or email with contact information available at www.nwhealth.org.

Meeting Accessibility

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in the Board of Health meeting, may request assistance by calling (231) 547-7663 or by emailing m.bosman@nwhealth.org. Requests should be made by Wednesday, August 27, 2023.

The availability of Public Comment is recognized by Robert's Rules of Order and the Michigan Open Meetings Act to provide for orderly comment from the public. Public comments are welcome and are important to the Board of Health. To that end, the following information is provided:

1. Speakers are encouraged to use the podium and microphone so that Board members can clearly hear their message.
2. Before beginning, a speaker should clearly state their name.

3. The Chairperson may implement a sign-up sheet for public comment at any time during a meeting if it becomes necessary to better organize a large public turnout.
4. There is a three (3) minute time limit for each speaker. Timing will begin after a speaker's name is established. Upon notification that thirty (30) seconds remain, speakers must make every effort to conclude their comments within this timeframe.
5. Upon the oral request of a member of the public ("donor") who is present at a public meeting and who wishes to donate his or her speaking slot to another member of the public ("speaker"), and with the permission of the Chairperson which shall not be unreasonably withheld, a speaker may comment for up to six (6) minutes, equivalent to two (2) public speaking slots.
6. Public comment shall be addressed to the Chairperson, not to Health Department staff or individual Board of Health members.
7. Speakers should be germane, courteous, and respectful during their speaking time; strongly worded advocacy, however, is to be expected, and shall not by itself be considered discourteous or disrespectful by the Board of Health.
8. If a speaker desires to provide materials to Board members during the meeting, the speaker or a designee will give the materials to the Board's secretary for distribution.
9. The Chairperson has the discretion to permit members of the public to speak at times other than those times reserved for public comment.
10. These Public Comment Rules will be incorporated with the posted agenda for each public meeting of the Board of Health so that they are readily available to each person who desires to speak at the meeting. The Board of Health expects that each person desiring to speak at the meeting will have read and will comply with these rules.



AGENDA

PROGRAM & EVALUATION COMMITTEE MEETING

10:00 a.m. Tuesday, August 29, 2023

Meeting will be held at the Health Department of Northwest Michigan
220 W. Garfield Avenue, Charlevoix, MI 49720

For more information, please call (231) 547-7663

ZOOM OPTION

Please click this URL to join.

<https://us06web.zoom.us/j/87536769880?pwd=OVN6UWV1Smp3S2hqSFE0RDhqZS9KZz09>

Passcode: 070424

Or dial: 1 929 205 6099

Webinar ID: 875 3676 9880

Passcode: 070424

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|------|---|----------------------|
| I. | Call to Order | Commissioner Rubingh |
| II. | Roll Call | Commissioner Rubingh |
| III. | Public Comment | |
| IV. | Review/Approval of P&E Meeting Minutes from August 10, 2023 | Commissioner Rubingh |
| V. | Grant Review Policy | Dan Thorell |
| VI. | Adjournment | |

**Minutes of the Program & Evaluation Committee Meeting
Health Department of Northwest Michigan
2:00 p.m. August 10, 2023**

Call to order: A program and evaluation committee meeting was held at the Health Department of Northwest Michigan, Charlevoix on August 10, 2023. The meeting was called to order at 2:01 p.m. by Commissioner Rubingh, Chairperson. Two (2) members of the Program & Evaluation Committee were in attendance, with two (2) commissioners filling in for committee members who could not attend.

Members in attendance, roll call: Commissioners Josh Chamberlain, Jarris Rubingh, Rich Ginop (substituting for Emmet County), and Henry Mason (substituting for Otsego County)

Members absent/excused: Jonathan Turnbull and Don Mapes

Staff in attendance: Dan Thorell, Holly Campbell, Shannon Klonowski, Susan Pulaski, Ellen Templeton, Janenne Pung, and Melanie Bosman

PUBLIC COMMENT: Public comment was heard.

TOBACCO FREE MICHIGAN MINI-GRANT REVIEW:

MOTION: Commissioner Chamberlain made a motion to recommend the full board support the Tobacco Free Michigan Grant. Nobody seconded. No vote was held.

CAREQUEST GRANT REVIEW:

MOTION: Commissioner Chamberlain made a motion to recommend the full board support the CareQuest Institute Grant. Nobody seconded. No vote was held.

ADJOURNMENT

Commissioner Rubingh adjourned the meeting at 2:50 p.m.

Draft 8/28/2023

Health Department of Northwest Michigan POLICY/PROCEDURE

PROGRAM: All HDNW

POLICY NO: DRAFT

SUBJECT: Grant Review

PAGE: 1 of 2

EFFECTIVE DATE:

REVISED:

ISSUED BY: Dan Thorell, MS, RS
Health Officer

PURPOSE: On June 6, 2023, the Board of Health passed a motion to give authority to the Program and Evaluation Committee to review potential future grants and give a recommendation to the full Board of Health for approval or denial. The purpose of this policy is to establish a review process for HDNW staff and the Program and Evaluation Committee to follow when potential future grants are being considered. **This policy is intended to provide the Board of Health with oversight of grant funded programs while ensuring the review process is not overly burdensome for HDNW staff and Program and Evaluation Committee members.**

POLICY: Potential future grants are defined as any grant funding opportunity that will result in the establishment of a new program within the health department. Grants for new and existing programs required by Act 368 of 1978, the Michigan Public Health Code are exempt from this policy. **The Board of Health will be provided with a list of current grants at the beginning of each fiscal year for review. The grants list will contain the amount, beginning and end dates, the source of the funds and relevant public health code statute if applicable.** The Program and Evaluation Committee will be convened to review potential future grants as needed throughout the year. HDNW staff will prepare the Grant Application Review Form to summarize important information regarding the purpose and goals of the grant along with important financial information. The Program and Evaluation Committee will give a recommendation for approval or denial which will be considered by the full Board of Health at the next full meeting.

PROCEDURE:

1. **Potential future** grant opportunities are reviewed by the Division Director and Health Officer or Deputy Health Officer to determine its merits related to Section 2433 of the Public Health Code:

A local health department shall continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs, including prevention and control of environmental health hazards; prevention and control of diseases; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health services delivery systems...

2. The Health Officer will request Program and Evaluation Committee recommendation for grant submission. The Grant Application Review Form will be completed and submitted **within a reasonable time** prior to the requested meeting. **A description of how the grant fits within the health**

department's vision, mission, strategic plan, and/or priorities identified by the Community Health Improvement Plan will be included in the Grant Application Review Form.

3. Program and Evaluation Committee meetings will be scheduled as soon as possible to allow for timely submittal of grant application. A minimum of two committee members not from the same county must be present. In-person meetings are preferred but committee members may participate virtually, if necessary.
 - If the Program and Evaluation Committee is not able to meet **or does not make a recommendation**, the Grant Application Review Form will be considered by the full Board of Health at the next regular meeting.
4. The Program & Evaluation Committee recommendation will be added to the agenda for full Board of Health consideration at the next regular meeting. A motion must be made to accept the committee recommendation regarding the grant application.

REFERENCE:

CROSS REFERENCE:

FORMS: Grant Application Review Form

Proposed on 8/1/23: Amendments to Draft 7/9/23 HDNW Grant Review Policy/Procedure

PURPOSE: On June 6, 2023, the Board of Health passed a motion to give authority to the Program and Evaluation Committee to review potential future grants and give a recommendation to the full Board of Health for approval or denial. The purpose of this policy is to establish a review process for HDNW staff and the Program and Evaluation Committee to follow when potential future grants are being considered.

POLICY: Potential future grants are defined as any grant funding opportunity that will result in the establishment of a new program within the health department, or the renewal of an existing program. Grants for new and existing programs required by Act 368 of 1978, the Michigan Public Health Code are exempt from this policy. The Program and Evaluation Committee will be convened to review potential future grants as needed throughout the year. HDNW staff will prepare the Grant Application Review Form to summarize important information regarding the purpose and goals of the grant along with important financial information. The Program and Evaluation Committee will give a recommendation for approval or denial which will be considered by the full Board of Health at the next full meeting.

PROCEDURE:

1. Grant opportunities are reviewed by the Division Director and Health Officer or Deputy Health Officer, ~~to ensure the grant fits within HDNW's vision, mission, strategic plan, and/or priorities identified in the Community Health Improvement Plan. In addition, the grant opportunity will be assessed and the Chair of the Program and Evaluation Committee,~~ to determine its merits related to Section 2433 of the Public Health Code.
2. The Health Officer will request Program and Evaluation Committee recommendation for grant submission. The Grant Application Review Form will be completed and submitted within a reasonable time prior to a requested meeting. It will include a description of how the grant fits within the HDNW's vision, mission, strategic plan, and/or priorities identified in the Community Health Improvement Plan.
3. Program and Evaluation Committee meetings will be scheduled as soon as possible to allow for timely submittal of grant application if approved. A minimum of two committee members not from the same county must be present. In-person meetings are preferred but committee members may participate virtually, if necessary.
 - If the Program and Evaluation Committee is not able to meet, the Grant Application Review Form will be considered by the full Board of Health at the next regular meeting.
4. The Program & Evaluation Committee recommendation will be added to the agenda for full Board of Health consideration at the next regular meeting. A motion must be made to accept the committee recommendation regarding the grant application.