

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

Call to order: A regular meeting of the Board of Health was held at the Mancelona Family Resource Center on September 6, 2022. The meeting was called to order at 4:30 p.m. by Scott Hankins, Chairperson. Seven (7) members of the Board of Health were in attendance, establishing a quorum.

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

Members absent/excused: Julie Powers.

Staff in attendance: Matt Hella, Dawn Marie Strehl, Dan Thorell, Shannon Klonowski, Holly Campbell, Jeremy Fruk, Andrea Pierce, Janenne Pung, Amanda Thompson, Dr. Joshua Meyerson, Melissa Hahn, Jennifer Kenney, Kris Lifer, and Ryan Millstead.

APPROVAL OF THE AUGUST 2, 2022, BOARD OF HEALTH MEETING MINUTES:

MOTION: Shirley Roloff made a motion to approve the August 2 meeting minutes. Typo noted; Add an S after sublease. Supported by Charlie MacInnis. All yeas. Motion carried.

APPROVAL OF AGENDA:

MOTION: Charlie MacInnis made a motion to accept the agenda as presented. Supported by Rob Pallarito. All yeas. Motion carried.

PUBLIC COMMENT: Public comment was heard.

HEALTH OFFICER POSITION (ACTION NEEDED):

Health Officer hiring options were reviewed. Track one (1); Seek outside candidates. Track two (2); Offer the position to the Interim Health Officer. Discussion. Two (2) Commissioners; Rob Pallarito and Christian Marcus; expressed interest in pursuing track one (1). Five (5) Commissioners; Jarris Rubingh, Shirley Roloff, Chairperson Scott Hankins, Charlie MacInnis, and Matt Koontz; expressed interest in pursuing track two (2).

MOTION: Charlie MacInnis made a motion to adopt track two (2) contingent upon completion of a successful performance review, submission of a job application and resume, and completion of a background check performed by Pinnacle investigation. Supported by Rob Pallarito. Roll call. All yeas. Motion passed.

PERFORMANCE REVIEW: September 27 at 5p.m. at the Health Department of Northwest Michigan was determined to be the date and time for this review. Performance appraisal form and materials will be submitted prior to this review.

MANCELONA BUILDING UPDATES:

Mancelona building roof repair and renovation update given.

MOTION: Christian Marcus made a motion to approve the Blackfish Construction quote in the amount of \$65,000 for the Mancelona Family Resource Center roof and drywall damage repair. Supported by Jarris Rubingh. Discussion held on rescinding the previous motion from August 2, 2022, meeting.

MOTION: Christian Marcus amended this motion to execute an amended lease with the Northern Health Foundation for Blackfish Construction to replace the roof and drywall damage for the Mancelona Family Resource Center in the amount of \$65,000 and rescind the previous motion from the August 2, 2022, meeting that approved \$49,649 in repairs. Supported by Jarris Rubingh. Roll call. All yeas. Motion passes.

STAFF REPORTS:

- Dan Thorell, M.S., R.S. Interim Health Officer - Staff Highlights: Dawn Marie Strehl, RDH, Regional Oral Health Coordinator. Dawn Marie gave an update on the kindergarten oral assessment program. Written report on Mancelona success story shared. 2023 FY initial budget narrative shared. (Action needed.)

Written reports submitted by:

- Holly Campbell, MPH, RN, Deputy Health Officer - Community transparency activities shared.
- Joshua Meyerson, MD, MPH, Medical Director - August communicable disease report shared.
- Kathleen Jakinovich, MPH, Director of Community Health Services - Substances Abuse Prevention information shared.
- Amanda Thompson, MSN, RN, Director of Family Health & Melissa Hahn, MPH, BA, RN, Interim Director of Family Health - Report submitted on a recent client satisfaction survey, fluoride varnish program, and blood lead program.
- Jeremy Fruk, MSA, REHS, Director of Environmental Health Services - Wickes Manufacturing TCE Plume Site update given.
- Jane Sundmacher, M.ED., Regional Planning Director - Current CHIR activity shared.

INITIAL FY 2023 BUDGET (ACTION NEEDED):

MOTION: Jarris Rubingh made a motion to approve the initial FY2023 annual budget. Supported by Rob Pallarito. Roll call. Six (6) yeas; Chairperson Scott Hankins, Jarris Rubingh, Shirley Roloff, Charlie MacInnis, Rob Pallarito, and Matt Koontz. One (1) opposed, Christian Marcus. Motion carried.

FINANCE COMMITTEE - ACCOUNTS PAYABLE:

MOTION: Rob Pallarito made a motion that the finance committee met and recommends approval of the August bills in the amount of \$720,982.37 and the August employee expenses of 19,063.68. Supported by Jarris Rubingh. Roll call. All yeas. Motion carried.

The Committee is working on the Purchasing Policy. RFP for legal representation update given. Next committee meeting is scheduled for October 4 at 3 p.m.

PROGRAM AND EVALUATION COMMITTEE:

The Committee reported that the Bylaw revisions discussion will be on hold until the beginning of the year to enable input from new committee members.

PUBLIC COMMENT: None.

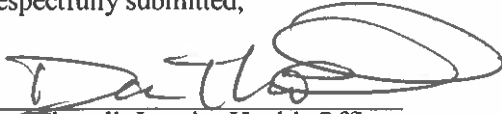
COMMISSIONER UPDATE: Opioid updated shared by Jarris Rubingh.

UNFINISHED BUSINESS: None.

ADJOURNMENT

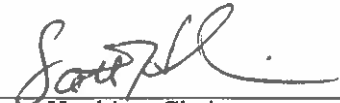
Motion to adjourn made by Charlie MacInnis, supported by Rob Pallarito. All yeas. Motion carried. Tuesday, October 4 at 4:30 p.m. was the fixed date and time for the next regular meeting of the Board of Health at the Roloff Center. Meeting adjourned at 6:18 p.m.

Respectfully submitted,

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

Dan Thorell, Interim Health Officer

SEPT 6, 2022

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

Scott Hankins, Chairperson