

DISTRICT HEALTH DEPARTMENT NO. 2
BOARD OF HEALTH MEETING
Oscoda County Annex – Board of Commissioners Board Room
February 22, 2010 9:30 a.m.

ROLL CALL OF BOARD MEMBERS: Mike Hunt, John Moehring, Ron Quackenbush (alternate for Beverly Scott), Trish Schmidt, Joe Stone, William Thompson, Kathleen Vichunas, John West

STAFF PRESENT: Debra Baumann, Public Health Director; Lynnette Benjamin, Public Health Officer; Debra Pelton, Finance Director; Doug Getty, Environmental Health Director; Linda Rich, Home Health Director; Connie Stasiak, Billing Clerk; Bonnie Klann, Union President, Dr. Russell Bush, Medical Director

PUBLIC PRESENT: None

The meeting was called to order by John Moehring at 9:35 a.m.

Open to Public: No public comments

Approval of Agenda

Motion made by Kathleen Vichunas and seconded by Joe Stone to approve the agenda.

Roll Call: All Ayes

Motion Passed

Consent Agenda

Motion made by Joe Stone and seconded by William Thompson to accept the minutes from the January 11, 2010 Board of Health meeting and expenditures as presented and to accept Jeff Matthews, Iosco County and Kevin Boyat, Alcona County resignation as Board of Health Commissioners and to accept two new appointments, Patricia Schmidt, Iosco County and Kathleen Vichunas, Alcona County.

Roll Call: All Ayes

Motion Passed

Presentation: Cindy Scott, CPA from Stephenson, Gracik & Co., PC, gave an overview of DHD2's audit, which included the Auditors' Report and the Single Audit Report.

Motion made by Joe Stone and seconded by Mike Hunt to accept the Year Ended September 30, 2009 Audit Reports.

Roll Call: All Ayes

Motion Passed

Public Health Officer's Remarks: Lynnette Benjamin spoke before the Board in regards to the following:

- At next months Board Meeting, there will be new and revised draft policies that will be brought before the Board for their approval...
- Accreditation starts next week. Joe Stone asked what is the financial benefit for accreditation for the Health Department. Ms. Benjamin stated that the purpose is to assure our agency meet the minimum requirements. Deb Pelton said this was a State requirement, not an option. Mr. Stone said he would like to see where it is mandated that this accreditation take place.
- There have been over 2,000 hits on our website. Ms. Benjamin thanked Alcona, Iosco and Oscoda counties for having links to our site.
- The Medical Director will be getting his six (6) month evaluation and this is a piece of requirement for accreditation.
- Ms. Benjamin stated her 2010 goals: 1) Stabilize the cash balance, 2) Getting Public Health into our communities, 3) Employee job satisfaction.
- Asked the Chairman if he would sign an Employee of the Month certificate for Home Health employee Donald Lafaive. During one of our snowstorms, Mr. Lafaive had to park his car a mile away from his client's home and walked to the house for his visit.
- Open Meetings Act: After doing some research, it was discovered the Finance/Personnel and Program Committee meetings minimally qualify under Open Meeting Act so Ms. Benjamin would like the Board to endorse posting the agendas and for minutes it's encouraged to take at least roll call on recommendations that will be presented to full Board.

Medical Director's Remarks: Dr. Russell Bush discussed the following:

- With so much going on in regards to the recent beef recall, he wanted everyone to be aware and inform others to cook their meat thoroughly.
- H1N1 has tested the capacities and systems of the Health Department and feels the Health Department did a pretty good job.
- Because of the earthquake in Haiti, there has been a large influx of Haitians coming to the United States. He feels most have not been test for such diseases as TB, HIV, etc. Dr. Bush would like us to prepare for the future in case we do get Haitians populating our area. How are we going to deal with it?

Department Report

Finance: Ms. Pelton informed everyone that she thought the billing issue with MHIP was corrected, but after receiving a couple of billing responses, it was discovered it has not been corrected, so it is still being worked on. She also told everyone that due to holiday closure, installing new CMHC, Finance was behind in putting out their financial reports. Now they have finally caught up and there are three (3) months worth of financial data in the BOH packets for the month. John West asked how much was available in the cash balance. Ms. Pelton believed there to be \$151,000. She is making sure there will be enough to make payroll and pay some bills. The rest of the bills are due March 1, 2010.

Motion made by Joe Stone and seconded by Mike Hunt to accept the Department Report as presented.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Committee Reports

Finance Committee:

Kevin Elliott: Mike Hunt presented the new insurance changes that Mr. Elliott talked about during his conference call in the Finance Committee Meeting. In essence, as of April 1, 2010, you can not do a “wrap”. If you have your insurance in place, it must stay that way. If you have insurance in place by April 1st, it is grandfathered in, anything after is not. It was recommended that a “workshop” be arranged before any decisions are made in regards to insurance.

Budget: Mr. Hunt went over the budget amendment. He noted in the first column is what is already approved. The middle column is what is going to be recommended approving. Last column is the change. The change on the bottom under revenue, the fund balance we are going to have to take on is an additional \$62,132 and draw from the fund balance. In order to prove a new amount and on the side you will see the reason for it under both expense and revenue.

The fund balance is \$672,000 right now with the \$18,000 fund balance in the first column. If we draw another \$62,000 the \$672,000 will be depleted down to a \$610,000 fund balance with this Budget Amendment #2.

Recommendation was made to the Board that Amendment 2, which includes both expenditures and revenue, of the budget be approved.

Motion made by Mike Hunt and seconded by William Thompson to approve Amendment 2 of the Budget.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

AT&T: Recommendation was made for new contract with AT&T be signed by the Chair for upgrade to DHD2's internet system for lease of CISCO Router.

Motion made by Mike Hunt and seconded by William Thompson to sign contract with AT&T.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Reclassification: Recommendation was made for Connie Stasiak, Billing Clerk be reclassified to a Sr. Billing Clerk effective immediately.

Motion made by Mike Hunt and seconded by Ron Quackenbush to reclassify Connie Stasiak from Billing Clerk to Sr. Billing Clerk effective immediately.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Recommendation to allow management to engage a study committee to look into the reclassification system to be presented for Board approval as well as the union.

Motion made by Mike Hunt and seconded by William Thompson to form a study group to look at the reclassification system.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

FT Nurse Wage: Recommendation for Full Time Nurse to go from a Step 3 and reinstate her to a Step 4 which she was before she left DHD2 twenty-two (22) months ago. The committee and management feel that this person was an employee with the Health Department for 20 years and due to her prior experience, can help to enhance the MIHP program and work to restore revenue for the agency.

Motion made by Mike Hunt and seconded by William Thompson to take the FT Nurse from a Step 3 to a Step 4.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Staff and Recovery Plan: Ms. Benjamin spoke before the Board asking to retain/restore the following positions: 1-FT, Grade 2, Duel Base, Clinic Secretary, 1.7 Family Service Worker and in addition if found needed: 1-PT Clinic Secretary and 1-PT Home Health Aide/Outreach Worker.

Motion by Mike Hunt and seconded by William Thompson to approve the five (5) positions.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Closed Session

Motion made by Mike Hunt and seconded by Patricia Schmidt to go into Closed Session in regards to the Diamond State Insurance Litigation(s).

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Motion made by Joe Stone and seconded by William Thompson to come out of Closed Session.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Motion made by Joe Stone and seconded by William Thompson to accept the recommendation from Closed Session.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Program Committee

T-2 Contract: Mr. Getty spoke before the Board in regards to the T-2 Sampling Contract which will expire on March 31, 2010. Webb, Enterprises is the current

contractor and does all of the samplings and they have done a very good job. Recommendation for sealed T-2 bids to be put in newspapers, with a due date of March 15, 2010 at 4:30 p.m. To be opened at the Program Committee on March 22, 2010.

Motion made by John West and seconded by William Thompson to advertise T-2 Contract bids in newspapers and present the bids at the March 22, 2010 BOH meeting for approval with an effective date of April 1, 2010.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

EH Fees: Mr. Getty informed the Board that the EH staff not been able to keep pace with activities due to the layoff of a sanitarian in the Mio office. Some paper work is yet uncompleted from last year, and some activities take longer to schedule fields visits due to staffing levels. There is also a no overtime policy. So, to provide a couple of hours overtime each week to staff during the warm weather months so they can provide services in a more timely fashion, he is asking for an increase in the following fees: Septic Permits at \$10.00 each and Campgrounds also at \$10.00 each would provide most of the fee increase revenue. Other fee increases include Land Division and Temporary Campground 0 – 99 sites. Increases would provide approximately \$4,000 for 200 hours in overtime at straight time for five (5) sanitarians.

Motion made by John West and seconded by Patricia Schmidt to increase EH fees.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: No, Mike Hunt: Yes

Motion Passed

Body Arts: Mr. Getty presented to the Board the draft agreement between District Health Department #2 and Health Department of Northwest Michigan. Northwest would provide inspection services for body art facilities. This agreement has gone before legal counsel and Northwest and they have recommended a few minor wording changes. Attached is a fee schedule which DHD2 would approve effective immediately. The fee schedule would charge a facility \$400 a year, Temporary Licenses at \$120, Plan review at \$150 and enforcement activities at \$82.00 per hour. Northwest would do all inspections with DHD2 doing the minor follow-ups and enforcement.

Motion made by John West and seconded by Joe Stone to accept the Draft agreement for the Body Arts Policy.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Easement Policy: Mr. Getty stated that the draft policy they had for the Easement was slightly modified, in some titles only, from the one in the packet from January's Program Committee Meeting. The policy was originally taken to legal counsel and they recommended some changes. The policy is predominantly taken verbatim from recommendations from legal counsel. This policy would allow the property owner to put septic system on common ground under certain circumstances or allow on neighbor's property if the suitable deed attachment is executed and proper paperwork is provided. It would also allow for septic system on easements where there are utility lines, with that matter being between the utility company and the property owner. Recommendation is to approve the Easement Policy and have it effective February 22, 2010.

Motion made by John West and seconded by Kathleen Vichunas to approve the Easement Policy and have it effective February 22, 2010.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Joe Stone: Yes, Mike Hunt: Yes

Motion Passed

Well Record Fee: Mr. Getty mentioned that the Board had passed a fee for well records that were not electronically submitted and well drillers had a choice. They could submit a well record electronically or paper copy, most turn in electronic. There is more work with a paper copy, more chance for errors which have to be corrected, and then we must send it into the State. There is still one person who has not paid from the past. All forms of communication have been given to him. Mr. Getty reviewed various options including having him pay the \$5.00 fee up front for him so instead of paying \$80 for a Notification, he would have to pay the \$85 up front. As of now, Mr. Getty is pursuing other avenues to get the total amount due.

Motion made by Mike Hunt and seconded by Patricia Schmidt to approve a \$5.00 fee for filling out a paper application.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Mike Hunt: Yes

Motion Passed

Water Well Education Guide: Mr. Getty discussed the Water Well Education Guide and the requirement in the Environmental Health Regulations that it be provided to those that submit a Notification Form. Staff would like to make the Educational Guide available for distribution to the public via the agency's web site in order to satisfy the conditions in the Regulations. A proposed revision to the notification form would advise persons of the Guides availability on the DHD2 web site. The Guide will be on line, but if the public would like a hard copy, they can get one at the Health Department by simply requesting it. This will save several hundred dollars a year plus many hours in staff time by not having to mail the Guides. Mr. Moehring asked if we want to charge a fee for a paper copy. Mr. Getty replied that we could look into that.

Motion made by John West and seconded by Patricia Schmidt to approve the new notification form for the Water Well Education Guide.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Mike Hunt: Yes

Motion Passed

New Business

Grant: Ms. Benjamin informed the Board that DHD2 will be submitting a letter of intent to the Kresge Foundation this week. She requested the Board support District Health Department #2 as lead and fiduciary agency if chosen by the members of the Rural Prevention Network.

Motion made by William Thompson and seconded by Patricia Schmidt for DHD2 to pursue the Grant.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Mike Hunt: Yes

Motion Passed

Letter of Support for the City of Tawas: Ms. Benjamin spoke to the Board in regards to the City of Tawas requesting a letter of support from us to put in a new 12 inch waterline on Lake Street. She is asking for the Boards support.

Motion made by Kathleen Vichunas and seconded by William Thompson for DHD2 to write a letter of support for the new waterline in Tawas.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, Patricia Schmidt: Yes, John Moehring: Yes, Ron Quackenbush: Yes, John West: Yes, Mike Hunt: Yes

Motion Passed

Commissioners Comments:

Open to the Public: No public comment

Bill Review: Bills were reviewed by Board of Health Committee Members.

Meeting was adjourned at 12:45 p.m.