

DISTRICT HEALTH DEPARTMENT NO. 2
BOARD OF HEALTH MEETING
Iosco County Commissioners Room
March 22, 2010 9:30 a.m.

ROLL CALL OF BOARD MEMBERS: Mike Hunt, Roger Marsh (alternate for Joe Stone), Jeff Matthews (alternate for Patricia Schmidt), John Moehring, Beverly Scott, William Thompson, Kathleen Vichunas, John West

STAFF PRESENT: Lynnette Benjamin, Public Health Officer; Deb Baumann, Public Health Director; Doug Getty, Environmental Health Director; Linda Rich, Home Health Director; Dr. Russell Bush, Medical Director; Bonnie Klann, Union President; Judy Harshman, Billing Clerk; Tracey Wood, Health Educator

PUBLIC PRESENT: Robert Webb from R. Webb & Son Well Drilling

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

Open to the Public: No public comment

Consent Agenda

Lynnette Benjamin noted the Medical Directors name was missing from “Staff Present” in the February 22, 2010 meeting minutes. Minutes will be corrected to note the Medical Director’s presence.

Beverly Scott inquired into the cash balance. She said that as of Friday the balance was \$146,000. She wanted to know if it was true there was only \$18,000 left. Ms. Scott felt Ogemaw County has stepped up to the plate and floated money to the Health Department and the Ogemaw auditors won’t allow that to happen anymore. The County Treasurer is willing to meet with the Board of Health for anyone who doesn’t understand what is happening. Ms. Benjamin noted at this time of year the cash balance is vulnerable and changes daily. In April/May DHD2 should start recovering.

Motion made by Mike Hunt and seconded by Kathleen Vichunas to accept the minutes from the February 22, 2010 Board of Health Meeting and expenditures as presented.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Jeff Matthews: Yes, Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Public Health Officer’s Remarks: Lynnette Benjamin thanked staff for a successful accreditation. The auditors were very complimentary to staff as their organization allowed the auditors to get in and out as quickly as possible by having all indicator documentation prepared for review. Ms. Benjamin is very pleased with the outcome of this fourth (4th) cycle of the accreditation.

Ms. Benjamin went on to speak about DHD2’s Revenue and Expense graphs that were supplied by Deb Pelton, Finance Director. The reason why expenses spiked in December was because there were three (3) payrolls. The

winter months revenues slow down, with summer months to recover revenue. One revenue source temporarily eliminated is Well Child that Deb Baumann and Dr. Bush are working on bringing back. Also, Ms. Benjamin said Medicaid Outreach has had a turnaround and that the back billing with Maternal Infant Health Program is coming in. Home Care is losing about \$12,000 a month over the last year. A meeting is set for March 30th with Linda Rich, Home Care Director, and the other three (3) Health Departments who do home care to gain some knowledge on how to turn this around by analyzing regional threats and opportunities. Environmental Health is sending out license renewal applications, which will also generate revenue by the middle of April thru the beginning of May. Ms. Benjamin stated that DHD2 can't cut any more staff, so will have to find other ways to bring in revenue. One idea of hers was to look into the possibility of reducing monthly costs in Ogemaw County and if lease agreement has plausibility, a plan be created to reduce staff required to be present in the West Branch office to conduct business. Between the Tawas Office and the West Branch Office, over \$140,000 is being spent. Bev Scott advised Ms. Benjamin to take a look at the contract because we might be obligated to stay in the West Branch Office for a while. Ms. Scott also wanted to know if DHD2 had any programs that were not mandated and costing us money. Ms. Benjamin believes only one is not mandated that creates a revenue/expense wash and that would be Beach Sampling. At this time there was a discussion on who owns the West Branch building. Ms. Scott wanted to know if we could still rent space in the lower level. Ms. Benjamin said there was more space to rent and that could also be looked into. Mr. Hunt thought maybe DHD2 should be looking at a smaller building and if we are under contract it might be cheaper to get out of the lease agreement and pay the penalty. Ms. Scott again urged DHD2 to look at the contract and no action is required by the Board to have Ms. Benjamin investigate.

Bill Thompson inquired if DHD2 got the employees back who were in the program that lost the grant. Ms. Benjamin explained that the Family Advocate positions were retained as part of the revenue recovery plan.

Ms. Scott asked Ms. Benjamin if the fund balance was under \$700,000 and it was not in Ogemaw County where was it? Ms. Scott said that the county clerk's office informed them we do not have a fund balance just what cash we have and why didn't we hire two (2) part time people instead of putting one on full time. It would have saved DHD2 money with the benefits. Ms. Benjamin said whether it was two (2) part time people or one (1) full time, it came out a wash when studied, i.e. the productivity loss daily, cross training loss, etc.

Ms. Benjamin also brought the Board up to date with the insurance issue. Kevin Elliot presented on March 11th that if there was a change after April 1st, there would be no wrap on the drug card, however, the medical would remain the same. Mr. Hunt said a call was made to Kevin Elliot to get further understanding on the insurance change. Mr. Hunt understood that if change is made to the insurance, we can't have a wrap. He wants to make sure we don't lose reimbursement to the medical. Ms. Benjamin said starting in June or July she would regroup and analyze what is going on with the insurance matters

Program Committee: At this time, John Moehring suggested we go directly to the Program Committee to open the bids for the T-2 Water Sampling since the bidder was at the meeting. Mr. West spoke that only one bid was received and it would cost the same as last year and brought up the question of what to do in regards to paying the bidder if gas prices went up. The recommendation was to do a monthly average to see what the gas cost is. The recommendation was to approve the bid for two (2) years and have the Health Officer sign off on it.

Motion made by John West and seconded by Kathleen Vichunas to award the bid to R. Webb and Son Well Drilling for two (2) years and to have the Health Officer sign off on it.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Jeff Matthews: Yes, Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Medical Director's Remarks: Dr. Russell Bush spoke briefly on the Health Care Reform Bill that was passed the day before. One of the items he spoke about was what it will do for public health. He thought there would be a high number of people who will not have any where to go because of having to wait so long for an appointment in a doctor's office so they could come to the Health Department for treatment and there would also be follow-up care, in which Dr. Bush felt the Health Department would fit in well. Mr. Hunt asked how that might affect our revenue and expenses. Dr. Bush thinks that our revenues will increase, but not to the extent of what we might be expecting.

Presentation: Tracey Wood, Health Education Coordinator, gave an overview of the new Smoke Free Law which will go into effect on May 1, 2010 at 6:00 a.m.

Closed Session

Motion made by Mike Hunt and seconded by William Thompson to go into Closed Session in regards to pending litigation.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Jeff Matthews: Yes, Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Motion made by Mike Hunt and seconded by William Thompson to come out of Closed Session.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Jeff Matthews: Was excused at 11:00 a.m., Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Motion made by Beverly Scott and seconded by William Thompson to accept the recommendation from Closed Session.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Department Reports

Mr. Hunt asked Mr. Getty if he ever received an apology from the Prosecuting Attorney in regards to the problem we were having. Mr. Getty replied no, not yet. Ms. Benjamin and I met with the Prosecuting Attorney on January 8, 2010 and we reviewed the matter and she said there was not a violation of the Open Meetings Act. Ms. Benjamin asked for a letter indicating such and the Prosecuting Attorney said she would respond with a letter, but we have not received it yet. The complaint was filed by a private citizen from Iosco County and not the Prosecuting Attorney. Ms. Scott still would like to see a letter of retraction in the file. Mr. Getty agreed.

Motion made by Beverly Scott and seconded by William Thompson to accept the Department Reports as presented.

Roll Call: All Ayes

Motion Passed

Committee Reports

Program Committee

Opening Bids – T-2 Water Sampling: Since this item was taken care of earlier in the meeting, Mr. West just confirmed that the bidder met all requirements.

Food Law Amendments: Mr. Getty gave an overview of the Food Manager’s certification. Unless exempt, a full time management person, who has passed a certification course, must be employed by every establishment that serves food. Mr. Getty and his staff sat down to discuss the effective dates for enforcement. They came up with: for management certification in food establishments the enforcement date is January 1, 2011 and for schools it is October 2, 2011 as established by rule. A notice of this enforcement will be sent out with all food license applications. Mr. Getty will be writing an enforcement procedure not only for certified managers, but also the no smoking regulations and will bring it to the next Board meeting in April.

Finance/Personnel Committee

Home Care Reimbursement Policy: This item is being tabled until next month so the Board can get more information in regards to this matter.

Management Leave Policy: Mr. Hunt presented to the Board the following addition that is being recommended to include in this policy. “Salaried staff shall be credited with 50% of approved management leave (2.5 days or 18.75 hours) after six (6) months of full time employment. After one (1) year full time employment and each anniversary date thereafter each full time salaried employee shall be credited with 37.5 hours of management leave.” The Finance Committee is also recommending that in the following statement the word “nor is paid” be added. “Management leave is intended to off set the fact that management staff is salary and is not paid overtime. Leave does not carry over from year to year nor is paid to staff on their anniversary date. No compensation is paid for unused management leave at termination of employment.

Motion made by Mike Hunt and seconded by William Thompson to approve the addition to the Management Leave Policy and place in Personnel Policy Guide.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Extended Leave Policy: Mr. Hunt recommended to the Board to approve additional language to the Personnel Policy Guide in regards to voluntary lay offs. In January, 2010 there was a motion which was denied to allow an employee to take a lay off before going on Family Medical Leave. This policy is covering what was put in the motion.

Motion made by Beverly Scott and seconded by William Thompson to approve the additional language to the Extended Leave Policy and to place in the Personnel Policy Guide.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Vaccine Tracking Policy: Mr. Hunt presented to the Board a policy for Vaccine Tracking, in which DHD2 did not have one that needs to be placed in the Immunization Manual. Deb Baumann gave a brief overview of the policy which is a system to provide inventory accountability for the vaccines. The auditors had some concerns because the vaccine was not being tracked appropriately.

Motion made by Mike Hunt and seconded by Beverly Scott to approve the Vaccine Tracking Policy to be placed in the Immunization Manual per the auditors recommendation.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Finance Director Benefits: Mr. Hunt informed the Board the Finance Committee did not make a recommendation and felt it should be discussed before the full Board. A motion had been made at the May 20, 2008 Board Meeting and passed to accept the recommendation that the Finance Director be considered an employee of District Health Department No. 2. The auditor requested this motion be revised to indicate the employee to receive the same benefits afforded to other non Union administrative staff. Further to recognize all years of service with the agency (15 years total) and place the employee at Step 5 of the pay scale. At this time the Finance Director has requested compensation as Acting Health Officer and was voted down by the Board of Health. Ms. Scott said the Finance Director has left the agency, withdrew all monies from her MERS account and left for nine (9) years. She came back under Clint Bohlen as a contract and requested to pick up where she left off. She also received a \$7,000 raise when she returned to the Health Department. Ms. Scott mentioned that other employees have left the agency than come back and could not get back into MERS. Mr. Hunt said the Board never saw the contract. Mr. West feels everyone should see it. Ms. Benjamin stated concern that not approving this audit request based on the questions being brought out could cause a change in benefits that was afforded and did the Board understand the impact regarding prior years of service recognition. Mr. West inquired if they were going to let her go back 15 years. Ms. Scott feels this agenda item should be tabled. Mr. Hunt noted that it was the auditors who felt this motion on this item should be restated. Mr. Thompson feels that when this is all over with, a policy should be written for future employees. Mr. Hunt recommended this item be tabled until next month to get more information in regards to this matter.

Motion made by Mike Hunt and seconded by William Thompson to table the Finance Director Benefits until next month.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Vaccine Fee Increase: Ms. Scott made a recommendation to approve the vaccine fee increase to cover the cost of the vaccine and to cover costs that we can recover from reimbursement from the insurance company with an effective date of April 1, 2010.

Motion made by Beverly Scott and seconded by Kathleen Vichunas to approve the Vaccine Fee Increase with an effective date of April 1, 2010.

Roll Call: William Thompson: Yes, Kathleen Vichunas: Yes, John Moehring: Yes, Beverly Scott: Yes, John West: Yes, Roger Marsh: Yes, Mike Hunt: Yes

Motion Passed

Commissioners Comments: Mr. Hunt commented to Mr. Getty that the agenda for the Water Supply Advisory Committee meeting in Hale on March 8, 2010, seemed to have some agenda items that were the same as last year. Mr. Hunt asked Mr. Getty to review the matter for discussion at a later time.

Ms. Scott brought up her conversation with the County Treasurer and noted the Health Department had been overdrawn for the months of January, February and March. She noted the treasurer said there wasn't a cash fund balance to cover the overdrawn checks. Ms. Benjamin feels their County recorded overdrafts are not the same as the Health Departments books reflect. Ms. Scott feels Ms. Pelton, who is the Finance Director for DHD2 and the Treasurer should sit down and talk about this. The County Treasurer will be holding checks and will be monitoring our transactions. DHD2's financial conditions concern her.

Mr. West noted he spoke with an insurance person from, he believes, Progressive Tech where they do MRIs, Mammograms and other specialties. They will pass on the costs as an office visit. Employees won't see a difference but the employer will. He just wanted to pass this on to Ms. Benjamin and the Board as an F.Y.I.

Mr. Moehring approached the Board in regards to the monthly Board of Health packets. He asked if everyone wanted the full packet including documentation from both committees or if each committee wanted their own complete packet while the opposite one received just the cover sheet. The Board said they would take the information for only their committee with the cover sheet for the other committee.

Open to the Public: No public comment

Bill Review: Bills were reviewed by the Board of Health

Meeting was adjourned at 1:10 p.m.

Minutes respectfully submitted by Val Sherosky, Administrative/Confidential Secretary.

John West, Secretary

Val Sherosky, Admin/Conf Secretary