

DISTRICT HEALTH DEPARTMENT NO. 2
BOARD OF HEALTH MEETING
District Health Department No. 2 – Multi Media Room Lower Level
February 25, 2019 8:30 a.m.

ROLL CALL OF BOARD MEMBERS: Terry Dutcher, Dan Gauthier (Excused), Craig Johnston, Tom McCauley, Jay O’Farrell, Craig Scott (Absent), Chuck Varner, Ron Vaughn, Gary Wnuk (Excused)

STAFF PRESENT: Denise Bryan (Health Officer); Dr. Mark Hamed, via SKYPE (Medical Director); Kim Sutter (Community Health Director/DON); Holly Campbell (Community Health Director); Tim LeForce (Finance Administrator); Don Hatchew, (Public Health Analyst Administrator); Cliff Church, (AFSCME Union President), Lori Ann Clover, Connie Stasiak, Brenda Kennedy (Finance Staff)

The meeting was called to order by Denise Bryan, Health Officer at 8:30 a.m.

Approval of Agenda

Motion made by Jay O’Farrell and seconded by Terry Dutcher to approve the agenda.

All Ayes/Motion Passed

Open to the Public: No comments were made.

Election of Board of Health Officers

Motion was made by Terry Dutcher and seconded by Tom McCauley to nominate Jay O’Farrell as Board Chair.

All Ayes/Motion Passed

Motion was made by Jay O’Farrell and seconded by Ron Vaughn to nominate Terry Dutcher as Board Vice-Chair.

All Ayes/Motion Passed

Water Supply Advisory Committee Appointments

Jay O’Farrell volunteered to serve on the Water Supply Advisory Committee (WSAC) for District Health Department No. 2.

Food Advisory Committee Appointments

Chuck Varner volunteered to serve on the Food Advisory Committee for District Health Department No. 2.

Waste Water Advisory Committee

Terry Dutcher volunteered to serve on the Waste Water Advisory Committee for District Health Department No. 2

2019 Board of Health Meeting

Motion made by Terry Dutcher and seconded by Ron Vaughn to approve the 2019 Board of Health Meetings

All Ayes/Motion Passed

Presentation: Cindy Scott, Stephenson & Company, PC: 2017/2018 Audit Report

Certificate of Recognition to: Tim LeForce, Lori Ann Clover, Connie Stasiak and Brenda Kennedy.

2017/2018 Audit

Motion made by Chuck Varner and seconded by Terry Dutcher to approve the 2017/2018 audit.

Roll Call: Terry Dutcher: Yes, Craig Johnston: Yes, Tom McCauley: Yes, Jay O’Farrell: Yes, Chuck Varner: Yes Ron Vaughn: Yes/Motion Passed

Approval of Minutes

Motion made by Terry Dutcher and seconded by Chuck Varner to accept the minutes from the December 17, 2018 Board of Health meeting.

All Ayes/Motion Passed

Approval of Expenses

Motion made by Terry Dutcher and seconded by Chuck Varner to approve the expenditures of \$428,914.61 for January.

Roll Call: Terry Dutcher: Yes, Craig Johnston: Yes, Tom McCauley: Yes, Jay O'Farrell: Yes, Chuck Varner: Yes Ron Vaughn: Yes/**Motion Passed**

Motion made by Chuck Varner and seconded by Terry Dutcher to approve the accounts payables of \$74,059.60.

Roll Call: Terry Dutcher: Yes, Craig Johnston: Yes, Tom McCauley: Yes, Jay O'Farrell: Yes, Chuck Varner: Yes Ron Vaughn: Yes/**Motion Passed.**

Motion made by Terry Dutcher and seconded by Tom McCauley to approve the expenditures of \$381,033.63 for February.

Roll Call: Terry Dutcher: Yes, Craig Johnston: Yes, Tom McCauley: Yes, Jay O'Farrell: Yes, Chuck Varner: Yes Ron Vaughn: Yes/**Motion Passed.**

Motion made by Terry Dutcher and seconded by Ron Vaughn to approve the accounts payable of \$78,654.26.

Roll Call: Terry Dutcher: Yes, Craig Johnston: Yes, Tom McCauley: Yes, Jay O'Farrell: Yes, Chuck Varner: Yes Ron Vaughn: Yes/**Motion Passed**

Department Updates

Denise Bryan, Health Officer

Community Health Strategist

- PFAS resolution in draft form. Commissioner Dutcher has been asked to participate on Governor's MPART Citizens Advisory panel.
- Planning underway for an all staff Strategic National Stockpile (SNS) exercise this summer.

Continuous Quality Improvement Initiatives

- Accreditation: Michigan Department of Health and Human Services scheduled for the week of March 4, 2019. Three (3) year cycle.
- Policy review on inclement weather: Health Officer is decision maker. Discussion on roll of public health and protocol of sick/emergent benefit hours available to staff. Staff may use benefit time if they are concerned with personnel safety.

Financial Updates

- Cash balance as of 2/15/19: \$1,526,278.78
- 2017 – 2018 Single Audit results: No findings!
- Applied for a \$5,000 mini grant from the Department of Emergency Preparedness. Plan is to update old computers that may pose a digital security risk after January 2020.

Old Business

New Business

Chemical Banking Account Signer Adjustments

Motion made by Terry Dutcher and seconded by Chuck Varner to approve that Don Hatchew, IT Administrator and Holly Campbell, Community Health Nursing Director be added to all four (4) bank accounts. Conversely, it is recommended that Charles Lichon, Environmental Health Director and Dwight McIntyre, Ogemaw County Treasurer, be removed from the four (4) accounts.

Roll Call: Terry Dutcher: Yes, Craig Johnston: Yes, Tom McCauley: Yes, Jay O'Farrell: Yes, Chuck Varner: Yes Ron Vaughn: Yes, /**Motion Passed**

DHD2 Continuous Quality Improvement Plan

Motion made by Terry Dutcher and seconded by Tom McCauley to approve the updated 2018-2020 Continuous Quality Improvement Plan.

All Ayes/**Motion Passed**

ADA Doors for Mio Facility

Motion made by Terry Dutcher and seconded by Ron Vaughn to have District Health Department No. 2 to accept Lewiston Glass as vendor with a cap of \$7,600.00.

Roll Call: Terry Dutcher: Yes, Craig Johnston: Yes, Tom McCauley: Yes, Jay O'Farrell: Yes, Chuck Varner: Yes Ron Vaughn: Yes,
/Motion Passed

DHD2 Environmental Health Fees 2019

Motion made by Chuck Varner and seconded by Terry Dutcher to approve the amended Environmental Health fees for 2019 effective March 1, 2019.

Roll Call: Terry Dutcher: Yes, Craig Johnston: Yes, Tom McCauley: Yes, Jay O'Farrell: Yes, Chuck Varner: Yes Ron Vaughn: Yes,
/Motion Passed

Northland Area Federal Credit Union Banking Account Signers

Motion made by Ron Vaughn and seconded by Tom McCauley to add Denise Bryan, Health Officer; Val Sherosky, HR/Administrative Assistant and Tim LeForce, Finance Administrator as signers to the Northland Area Federal Credit Union Account.

All Ayes/Motion Passed

MALPH Designation of Board Representation

Motion made by Terry Dutcher and seconded by Ron Vaughn to approve the following staff to represent District Health Department No. 2 (DHD2) on the Michigan Association for Local Public Health (MALPH) board: Primary: Denise Bryan, Health Officer, Alternate: Holly Campbell, Community Health Director/Epidemiologist.

All Ayes/Motion Passed

Sterile Syringe Exchange Program (SSP) Distribution of Naloxone to Community Members

Motion made by Terry Dutcher and seconded by Ron Vaughn to approve the policy titled: Sterile Syringe Exchange Program (SSP) Distribution of Naloxone to Community Members.

All Ayes/Motion Passed

Safety Pin-Pulled Whistle Alarms

Motion made by Tom McCauley and seconded by Chuck Varner to approve the policy titled: General Operating Procedures: Safety Pin-Pulled Whistle Alarms.

All Ayes/Motion Passed

Annual Policy/Procedure Review and Approval

Motion made by Chuck Varner and seconded by Terry Dutcher to approve the policy/procedures on an annual basis.

All Ayes/Motion Passed

Paid Medical Leave Act Compliance

Motion made by Terry Dutcher and seconded by Tom McCauley to create a management negotiation team to negotiate with the AFSCME Union negotiation team regarding the exact hours/details of paid medical leave benefits available to part time employees. The Board Chair shall be authorized to approve in good faith the paid medical leave benefits, so that DHD2 is compliant with the March 22, 2019 effective date of the Bill.

All Ayes/Motion Passed

Commissions Comments: No Comments

Open to the Public: No Comments

Adjourned

Motion made by Chuck Varner and seconded by Terry Dutcher to adjourn the meeting at 11:10 a.m.

All Ayes/Motion Passed