Agenda Item #2

Public Health
Delta & Menominee Counties

Board of Health
AGENDA

August 21, 2013
3:00p.m. (CST), 4:00p.m. (EST)
Public Health's Menominee County Office
Menominee, MI

Board Members:

Bob Burie	Jan Hafeman	Larry Schei
Dave Moyle	Mary Harrington	Tom Trudgeon

Public Health Staff:

Mike Snyder, Health Officer/Administrator
Kim Gustafson, Executive Secretary
Dr. Terry Frankovich, Medical Director
Irene Lenberg, Director of Administrative Support

1) **Call to Order/Roll Call**
2) **Approval of Agenda**
3) **Approval of July 17, 2013 Board of Health Meeting Minutes**
4) **Education Session: PHDM Information Technology Department**
5) **MERS**
6) **Review and Approval of July Check Registers**
7) **Medical Director's Report**
8) **Health Officer's Report**
9) **Public Comment**
10) **Board Member Comments**
11) **Adjournment**

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Public Health
Delta & Menominee Counties

Board of Health Meeting

Public Health, Delta & Menominee Counties
Menominee, MI

Meeting Minutes
Wednesday, August 21, 2013

Board Members Present

Bob Burie
Tom Elegeert
Jan Hafeman
Tom Trudgeon
Larry Schei

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Kim Gustafson, Executive Secretary
Irene Lenberg, Director of Administrative Support

1. **Call to Order/Roll Call**
The regular monthly meeting of the Delta-Menominee District Board of Health was held on August 21, 2013. The meeting was called to order at 3:02 p.m. CDT by Chairman Burie. Roll call was taken by the Executive Secretary and is recorded above. Mary Harrington was not able to attend the Board of Health meeting but was excused.

2. **Approval of Agenda**

Ms. Hafeman moved to approve the agenda. Motion was supported by Mr. Schei and carried.

3. **Approval of Minutes**
Chairman Burie would like to see the list of purchases approved by the board in July, be listed in the July meeting minutes.

Ms. Hafeman moved that the minutes from July 19, 2013 be amended to list the approved purchases discussed at the July BOH meeting. Motion was supported by Mr. Trudgeon and carried.

4. Education Session: PHDM Information Technology Department

Ms. Lenberg reported PHDM has a three person Information Technology (IT) department that oversees the network and phone systems for both offices.
All of the data, software, and four physical servers are housed in Escanaba. Menominee staff access all software and data through a private dedicated T-1 line which connects the Menominee office to the servers in the Delta office.
Back-up tapes are stored off-site, in the vault located in the Delta County Treasurer's office. The storage area network will be double the current capacity by the end of this Fiscal Year.
In 2010, PHDM purchased a Cisco 560 VoIP system. Two of the IT staff are CISCO certified, and are able to maintain the phone system without having to use an outside vendor. The CISCO system allows PHDM to transfer calls between the two offices. It takes approximately five minutes for the IT team to connect and route incoming calls to the emergency call center, in case of a public health emergency. If the current five-phone call bank is insufficient to handle incoming calls, the call center can be increased to include all department phones and available staff.
In 2006, a medical software system called e-Clinical Works (eCW) was purchased for our nursing programs. eCW is the number one electronic medical record software and are the fasted growing. In 2007, the Immunization program went fully electronic through eCW. The Family Planning program is expected to go electronic October 1, 2013.
The PHDM laptops are all connected with wireless access points available throughout the building. If the laptop leaves the building, none of the client data can be accessed. A VPN access is only available to select staff for their off-site email and network drive purposes.
PHDM is now looking at the MERIT fiber-optic network. It is in place in the Delta County Service Center, will be available in Stephenson, and will be in Menominee soon. Ms. Lenberg will be arranging a meeting with Brian Bousley and Kenny Marks to discuss the MERIT project in Menominee. Menominee is brining MERIT into the Sheriff's office and the Stephenson Extension Office. MERIT will greatly increase speed for our two staff in the Stephenson office as well as the entire Menominee office.

5. MERS

A discussion started at the July BOH meeting regarding increasing the deposits into the MERS retirement fund. The PHDM auditor and legal counsel didn't see any issues with increasing deposits into the fund. Mr. Snyder would like the board to set a limit on the amount allowed to be deposited into the MERS fund.

Ms. Hafeman moved to approve additional payments totaling not more than $30,000 be deposited into the MERS fund by September 30, 2013. Motion was supported by Mr. Elegeert and carried.

6. Review and Approval of July Check Register

The BOH reviewed the July check register. Questions were answered by Mr. Snyder.

Mr. Trudgeon moved to approve the July check register. Motion was supported by Mr. Schei and carried.

7. **Medical Director's Report**

Dr. Frankovich reported on the first Michigan case of a little known entity called Erlichia muris-like disease (EML). This first case has been recently confirmed in a Menominee County resident. EML was first discovered in Wisconsin in 2009 and although this resident had been in both Michigan and Wisconsin, the known tick exposure was in Menominee County.

EML is believed to be transmitted by deer ticks. While some individuals may have mild or no symptoms, most patients will develop fever, headache, chills, fatigue and muscle or joint pain. Untreated, it can result in serious respiratory, hematologic, neurologic or kidney disease. Treatment is most effective if started early and the treatment of choice is an antibiotic called doxycycline.

Because this disease has been unknown in Michigan until now, local physicians would not normally be testing for it. Information about the Menominee case and the disease itself has been distributed by local public health to healthcare providers across much of the U.P. Personnel from MDCH's Zoonotics division will likely be coming in September to drag for ticks, test them and verify the presence of this organism in the local tick population, if present.

Prevention is key and as with Lyme Disease, is centered around tick avoidance.

8. **Health Officer's Report**

- Mr. Snyder reported to the BOH in the spring that the WISEWOMAN program would be ending by the end of June 2013. Tuesday, August 6, 2013, PHDM received news they would continue to receive funding for the program but the caseload was reduced by 50%. A few guidelines have changed and the money received will be based on performance measures.
- Mr. Snyder would like to improve the accessibility in to both PHDM offices for our clients. He has received quotes for handicap accessible doors for the Delta County office and will be getting quotes for the Menominee entrance.
- The PHDM all-day, all-staff meeting will be held on Tuesday, September 17, 2013, 9:30 am to 4:00 pm. Both offices will be closed. Signs will be posted alerting people of the closure and a phone message will also be recorded. Mr. Snyder invited the board members to attend.
- The annual drive-thru flu clinic will be held Saturday, September 14, 2013 from 9:00 am to 1:00 pm. PHDM will also continue to do the off-site flu clinics at the senior centers. PHDM will be advertising this year that most insurance can be billed.
- Mr. Snyder would like to see if the October and November BOH meetings can be combined. The board had no objections to combining the meeting to Wednesday, October 30th at Pinecrest.
- Recently, Henes Beach was closed due to elevated levels of e-coli. Mr. Snyder reported on the situation and how it was reported in the Eagle Herald. He explained that the tests were taken in the evening so the results didn't come in until after the offices were closed. Mr. Snyder will speak with UW Oshkosh who does the testing for PHDM, to see if they can test the waters earlier so the results will be given during working hours.
- Mr. Snyder reminds the board to look at the newspaper articles in the back of the packets.

9. **Public Comment**—None

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10. Board Member Comments

- Mr. Trudgeon would like to commend the board on the passing of the increased deposits into the MERS fund that will benefit the dedicated PHDM employees upon their retirement.
- Ms. Hafeman agreed.

11. Adjournment

There being no further business, a motion was made by Ms. Hafeman with support by Mr. Elegeert to adjourn the meeting. Motion was carried and the meeting adjourned at 4:05 p.m. CDT.

Robert Burie

Chairperson

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