



# Public Health Delta & Menominee Counties



## Board of Health AGENDA

**July 16, 2014**

2:00p.m. (CDT), 3:00p.m. (EDT)

Public Health, Delta & Menominee Counties  
Escanaba, MI

### **Board Members:**

Bob Burie

Jan Hafeman

Larry Schei

Tom Elegeert

Mary Harrington

Tom Trudgeon

### **Public Health Staff:**

Mike Snyder, Health Officer/Administrator

Kim Gustafson, Executive Secretary

Dr. Terry Frankovich, Medical Director

Lynn Woelffer, Direct of Finance

Carrie Polley, RN, BSN, Nursing Supervisor

- 1) **Call to Order/Roll Call**
- 2) **Approval of Agenda**
- 3) **Approval of June 20, 2014 Board of Health Meeting Minutes**
- 4) **Educational Session: Children's Special Health Care Services – Carrie Polley, RN**
- 5) **Finance Committee Report**
  - a. **MMRMA New Asset Distribution**
  - b. **MERS Valuation Report**
  - c. **American Express Statements**
  - d. **Quarterly Financial Reports**
- 6) **Review and Approval of June Check Register**
- 7) **Medical Director's Report**
- 8) **Health Officer's Report**
- 9) **Public Comment**
- 10) **Board Member Comments**
- 11) **Adjournment**



# Public Health Delta & Menominee Counties



## Board of Health Meeting

Public Health, Delta & Menominee Counties  
Escanaba, MI

### Meeting Minutes

Wednesday, July 16, 2014

#### Board Members Present

Bob Burie  
Tom Elegeert

Jan Hafeman  
Mary Harrington

Larry Schei  
Tom Trudgeon

#### Public Health Staff

Mike Snyder, Health Officer/ Administrator  
Dr. Terry Frankovich, Medical Director  
Kim Gustafson, Executive Secretary  
Carrie Polley, RN, BSN, Nursing Supervisor  
Lynn Woelffer, Finance Director

#### 1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on July 16, 2014. The meeting was called to order at 3:00 p.m. EDT by Chairman Trudgeon. Roll call was taken by the Executive Secretary, and is recorded above.

#### 2. Approval of Agenda

Chairman Trudgeon requested "FY14 Budget Revision" be added as item 5(e) and Mr. Elegeert requested "EH Permits" be added as item 5 (f) to the agenda.

**Ms. Hafeman moved to approve the agenda with the addition of two new items. Motion was supported by Ms. Harrington and carried.**

**3. Approval of Minutes**

**Ms. Hafeman moved that the minutes from June 18, 2014, be approved. Motion was supported by Mr. Schei and carried.**

**4. Educational Session: Children's Special Health Care Services (CSHCS)- Carrie Polley, RN BSN**

Ms. Polley explained Children's Special Health Care Services (CSHCS) is a program for children birth to 21 years of age (and some adults), with certain medical conditions. As long as the client has a qualifying diagnosis, they are eligible for CSHCS; there is no income limit. CSHCS is able to help with medical expenses directly related to the diagnosis, along with prescriptions and travel. PHDM's role is assisting families with enrollment and with navigating the healthcare system.

**5. Finance Committee Report****A. MMRMA Net Asset Distribution**

The price of the liability insurance through MMRMA has been reduced to \$23,942. PHDM will also be receiving a net asset distribution in the amount of \$20,440 for the prior year of coverage.

**B. MERS Valuation Report**

Chairman Trudgeon gave a brief overview on the MERS Valuation Report. Ms. Woelffer explained PHDM continues to monitor the funded ratio closely and the board reviews the valuation report annually.

**C. American Express Statements**

Ms. Hafeman reported the finance committee reviewed the monthly statements. Most of the charges were for hotels and meals while travelling out of town.

**D. Quarterly Finance Reports**

Chairman Trudgeon reported the budgets are looking good. Cost-Based Reimbursement staff from lower Michigan toured PHDM as well as other U.P. Health Departments. They reported FY12 initial payment should be received by the end of August.

### **E. FY14 Budget Revision**

Due to Delta County no longer paying for PHDM's housekeeping or utilities, the program budgets needed to be amended to reflect the absence of the space cost allocations. Delta County has agreed to allocate an extra \$35,000 to PHDM to be used for utilities and housekeeping expenses paid directly by PHDM. Additionally, funding changes occurring after the original budget was approved were incorporated into the revision.

**Mr. Elegeert moved to accept the revised budget. Motion was supported by Ms. Hafeman and carried.**

### **F. EH Permits**

Mr. Elegeert approached the board about PHDM waiving the county park inspection and/or permit fees up to a proposed amount by county.

**Mr. Burie moved to table this discussion until the August Board of Health meeting. Motion was supported by Mr. Schei and carried.**

Mr. Snyder approached the board regarding the temporary food permit policy for non-profit organizations that was passed by the Board of Health in 2008. The Boy Scouts Troop 466 did not notify PHDM seven days prior to an event on April 11, 2014 as required in the policy. Therefore, the Boy Scouts Troop 466 were charged the same day permit fee of \$181. Mr. Elegeert would like the board to refund the fee and notify the troop in a letter that this would be a one-time occurrence.

**Ms. Harrington moved to refund the same-day permit fee to the Boy Scouts Troop 466. Motion was supported by Mr. Burie and carried on a 5-1 vote.**

### **6. Review and Approval of June Check Register**

The Board of Health reviewed the June check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

**Ms. Harrington moved to approve the June check register. Motion was supported by Ms. Hafeman and carried.**

**7. Medical Director's Report**

Dr. Frankovich reported new legislation passed requiring all schools to now have two EpiPens on site at all times and must have at least two staff members trained and certified to administer if/when needed for anaphylaxis, a life-threatening allergic reaction. (Schools with <10 staff are only required to have one trained individual) There has been a dramatic increase in food allergies in recent years. The reason for this increase is not known at this time.

**8. Health Officer's Report**

- Mr. Snyder reminded the board the August board of health meeting will be at the Public Health Menominee office.
- Mr. Schei asked if Delta or Menominee County had anymore methamphetamine houses and Mr. Snyder reported there have not been. He also reported there have been no more issues with the needles being found in public places in Menominee County.

**9. Public Comment—None****10. Board Member Comments****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 5:02 p.m. EDT.**

  
Chairperson