



# Public Health Delta & Menominee Counties

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## Board of Health AGENDA

**February 15, 2018**

1:00 p.m. (CST), 2:00 p.m. (EST)

Pinecrest Medical Care Facility

Powers, MI

### **Board Members:**

Jan Hafeman

Gerald Piche

Amanda Hess

Gerard Tatrow

Patrick Johnson

Tom Trudgeon

### **Public Health Staff:**

Mike Snyder, Health Officer/Administrator

Kim Gustafson, Assistant Program Coordinator

Lynn Woelffer, Director of Finance

- 1) Call to Order/Roll Call
- 2) Approval of February 15, 2018 Agenda
- 3) Public Comment on Agenda Items (five minutes maximum)
- 4) Approval of January 25, 2018 Board of Health Meeting Minutes
- 5) Personnel Committee
  - a. Personnel Manual for Non-Union Employees Updates
- 6) Finance Committee
  - a. American Express Statements
  - b. FY18 First Quarter Report
- 7) Governance in Action for Public Health – Module 2 – Public Health Primer – Part B
- 8) Family Planning Fees
- 9) PHDM Plan of Organization
- 10) Review and Approval of January Check Register
- 11) Health Officer's Report
- 12) Public Comment (three minutes maximum)
- 13) Board Member Comments
- 14) Adjournment



Public Health  
Delta & Menominee Counties



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**Board of Health Meeting**

Pinecrest Medical Care Facility  
Powers, MI

**Meeting Minutes**

Thursday, February 15, 2018

**Board Members Present**

Jan Hafeman  
Gerald Piche

Amanda Hess  
Gerard Tatrow

Patrick Johnson (via telephone)  
Tom Trudgeon

**Public Health Staff**

Mike Snyder, Health Officer/ Administrator  
Kim Gustafson, Assistant Program Coordinator  
Lynn Woelffer, Director of Finance

**1. Call to Order/Roll Call**

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on February 15, 2018. The meeting was called to order at 1:00 p.m. CST by Chairman Trudgeon. Roll call was taken by the Assistant Program Coordinator, and is recorded above. Mr. Johnson was not able to attend the meeting, but did join via telephone.

**2. Approval of Agenda**

**Ms. Hafeman moved the February 15, 2018 agenda be approved.  
Motion was supported by Mr. Tatrow and carried unanimously.**

**3. Public Comment**

There was no public comment on the February 15, 2018 agenda.

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**4. Approval of Minutes**

**Mr. Tatrow moved the minutes from January 25, 2018, be approved. Motion was supported by Ms. Hafeman and carried unanimously.**

**5. Personnel Committee**

**a. Personnel Manual for Non-Union Employees Updates**

Mr. Snyder and Mr. Tatrow briefed the BOH on the proposed changes to the Personnel Manual for the Non-Union Employees.

**Ms. Hafeman moved to approve the updates to the Personnel Manual for Non-Union Employees, as presented. Motion was supported by Mr. Tatrow and carried unanimously.**

**6. Finance Committee**

Chairman Trudgeon gave an overview on the Finance Committee meeting.

**a. American Express Statements**

Ms. Hafeman briefed the BOH on the American Express Statements.

**Ms. Hafeman moved the American Express Statements be acknowledged and placed on file. Motion was supported by Mr. Tatrow and carried unanimously.**

**b. FY18 First Quarter Report**

Chairman Trudgeon informed the BOH there was a suggestion at the Finance Committee meeting to create a new line on the balance sheet titled Reserved Cash-CBR. The CBR funds are currently in the unreserved cash line. Ms. Woelffer will be discussing this with the PHDM auditors. It will be brought back before the BOH for approval, if needed.

**Ms. Hafeman moved the FY18 First Quarter Report be acknowledged and placed on file. Motion was supported by Mr. Tatrow and carried unanimously.**

**7. Governance in Action for Public Health – Module 2 – Public Health Primer – Part B**

Mr. Snyder gave a brief explanation on the Governance in Action for Public Health – Module 2 – Public Health Primer – Part B video prior to playing it for the BOH.

**8. Family Planning Fees**

Ms. Woelffer discussed the proposed changes in the Family Planning Fees.

**Ms. Hafeman moved the changes in the Family Planning Fees be approved, as presented. Motion was supported by Mr. Tatrow and carried unanimously.**

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**9. PHDM Plan of Organization**

Mr. Snyder explained the changes in the PHDM Plan of Organization that is required for the upcoming Accreditation site review. If the BOH approves the changes, a Letter of Approval would need to be signed by Mr. Snyder and Chairman Trudgeon.

**Ms. Hafeman moved the changes to the PHDM Plan of Organization be approved, as presented, and authorization for Chairman Trudgeon and Mr. Snyder to sign the Letter of Approval. Motion was supported by Mr. Tatrow and carried unanimously.**

**10. Review and Approval of January Check Register**

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

**Ms. Hess moved the January check register be approved. Motion was supported by Mr. Tatrow and carried unanimously.**

**11. Health Officer's Report**

- Dr. Frankovich asked Mr. Snyder to send her best wishes to the BOH members.
- Mr. Snyder brought the BOH's attention to the article in the back of the meeting packet, in regards to the first U.P. child death from the flu.
- The hepatitis A outbreak has now reached 18 local health jurisdictions. A total of 736 individuals have now been diagnosed with hepatitis A, since August of 2016; 81% of those have been hospitalized and 24 have died. Currently, there is one person who has been diagnosed in the U.P. with hepatitis A, associated with the outbreak. Dr. Frankovich is searching for funding that could be used for outreach to the high-risk population. A team at PHDM have been meeting to discuss the best ways to outreach in the local area to try and avoid an outbreak like in southeast Michigan.
- PHDM just completed the final part of their audit and Ms. Woelffer reported there were no findings.
- The Maternal Infant Health Program (MIHP) just passed their certification with no findings; all program requirements have been met.

**12. Public Comment (three minutes maximum)**

No public comment.

**13. Board Member Comments**

- Mr. Piche asked about what is involved with the Buildings and Grounds Committee. Chairman Trudgeon and Mr. Snyder answered his questions.

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**14. Adjournment**

**There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 2:06 p.m. CST. Motion was supported by Mr. Tatrow and carried unanimously.**

Thomas L. Rudeman 3-15-2018

Chairperson

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Approved March 15, 2018