Public Health
Delta & Menominee Counties

Board of Health Meeting

Health Department, Menominee

Meeting Minutes
Wednesday, August 17, 2011

Board Members Present

Bob Burie
Mark Jasper
Mary Harrington
Tom Trudgeon
Bernie Lang

Board Members Absent

Tom Elegeert (excused)

Public Health Staff

Mike Snyder, Acting Health Officer/ Administrator
Lynn Woelffer, Director of Finance
Sharon Engelsgjerd, Executive Secretary

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

The August 17, 2011, meeting of the Delta-Menominee District Board of Health was called to order at 4:30 p.m. CST by Chairman Lang. Roll call was taken and is recorded above.

2. **Approval of Agenda**

Mr. Burie moved to approve the agenda. Motion was supported by Mr. Trudgeon and carried.

3. **Approval of Minutes**

Mr. Jasper moved that the minutes of May 18, 2011, and of June 15, 2011, be approved. Motion was supported by Mr. Trudgeon and carried.

4. **Finance Committee Report**

- **Quarterly Financial Update**
  Mr. Burie reported the meeting of the Finance Committee with Ms. Woelffer, Director of Finance, and Mr. Snyder, Acting Health Officer. In the meeting the Quarterly Finance Report was thoroughly reviewed and accepted by Mr. Burie and Mr. Trudgeon. PHDM's newest program—the Maternal Infant Health Program (MIHP)—currently shows some budget problems due to start-up costs, but it is expected to support itself. This program is a fee-for-service program that serves pregnant women and infants covered by Medicaid.

  Ms. Woelffer reviewed some circumstances in the Health Department that have reduced costs in the Department's current budget:
  - Mike Snyder serving as both the Environmental Health Director and Acting Health Officer
  - Some staff positions remaining open for part or all of the year
  - PHDM not purchasing a company car that had been in this year's budget
  - Supervisors closely monitoring budgets and avoiding unnecessary expenses

  Mr. Trudgeon shared that the Health Department has experienced some reduced fee income in Environmental Health and in Immunizations. Environmental Health fee collections have decreased due to decreased building in the community. The Immunization Program has lower fee income due to the availability of flu vaccine at pharmacies. Because community members are getting seasonal flu shots elsewhere, PHDM will not hold its mass clinic this year. Instead, PHDM will offer its vaccine as it is received. The Department will still conduct a drive-thru clinic since this service is not available elsewhere. To reduce costs, this clinic will be held in the Health Department's parking lot rather than at the U.P. State Fairgrounds.

  In their meeting the Finance Committee discussed the Delta County Audit Report in which PHDM is a component. PHDM had no findings and only one recommendation that was easily addressed. As discussed in a previous Board meeting, Delta County has requested that we pay a portion of our audit this year and next year the full cost of PHDM's segment. Though we are paying the requested portion of the previous audit, it would be more advantageous for the Department to conduct its own audits in the future. This proposed change will be presented for Board approval in the September meeting.

5. **Temporary Food Fee Refund Request**
Ron Jackson, Director of Forensics at Menominee High School, wrote a letter dated July 20, 2011, requesting a waiver for a late fee charged to the Forensics team. They had neglected to obtain a temporary food license to serve food at the Art for All Arts and Craft Show on June 26, 2011.

Ms. Harrington moved that the Board waive the late fee and charge only the usual non-profit amount of $55.00. Motion was supported by Mr. Jasper and carried.

6. **Vaccine Administration Fees**
Due to continued funding reductions to the Immunization Program, PHDM requests a $3 increase to current immunization administration fees. Proposed fees are comparable to the average fees charged by other U.P. Health Departments and remain considerably less than those charged by private providers.

Mr. Jasper moved the Board approve the proposed immunization fees. Motion was supported by Mr. Trudgeon and carried.

7. **Health Officer Search**
Michigan Department of Community Health (MDCH) sent a letter dated May 23, 2011, approving the appointment of Mr. Snyder as Acting Health Officer for up to 6 months. The approval included the condition that he be mentored by a fully credentialed Health Officer. MDCH will review the requirements for the mentor and confirm the time period required. Considering anticipated budget cuts and additional expenses coming in FY2011-2012, Mr. Snyder agreed to continue as Acting Health Officer for an extended period to save the Health Department the additional salary of a separate Health Officer.

Mr. Trudgeon moved that the Board extend for 12 months Mr. Snyder's appointment as Acting Health Officer, contingent upon the State's approval. Motion was supported by Ms. Harrington and carried.

8. **Health Officer's Report**
Mr. Snyder reported:

- Dr. Frankovich was recently hired as Medical Director at Marquette County Health Department. She now serves as Medical Director for PHDM, Dickinson-Iron District Health Department, Western U.P Health Department and Marquette County Health Department.
- On September 12th the recently appointed Director of MDCH, Dr. Olga Dazzo, will meet in Marquette with the Upper Peninsula Health Officers. An educational presentation will be made to help her understand the role of Local Public Health.
- PHDM has two Environmental Health Specialist positions open. We are currently conducting interviews to fill one of these positions.
- The FY 2011-2012 budget will be presented in the September Board of Health meeting. Though Mr. Trudgeon will be on vacation for this meeting, he will be available for the Finance Committee meetings to discuss the budget before it is brought to the full Board.
- Mr. Snyder called attention to the newspaper articles in the Board of Health packet, e.g., Public Health's immunizations offered at a Children's Back-to-School and Health Fair, some Menominee County beaches that experienced a temporary increase in bacterial levels, Escanaba's outdoor no-smoking ordinance, and the Escanaba Yellow Bike Program.

9. **Public Comment**—None

10. **Adjournment**

There being no further business, a motion was made by Mr. Burie with support by Mr. Trudgeon to adjourn the meeting. Motion was carried and meeting adjourned at 5:47 p.m. CST.

Bernie Burie
Chairperson

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