



# Public Health Delta & Menominee Counties

Agenda Item #2



## Board of Health AGENDA

July 17, 2013

3:00p.m. (CST), 4:00p.m. (EST)

Public Health's Delta County Office

Escanaba, 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

Lynn Woelffer, Director of Finance

- 1) Call to Order/Roll Call
- 2) Approval of Agenda
- 3) Approval of June 19, 2013 Board of Health Meeting Minutes
- 4) Review and Approval of June Check Registers
- 5) Finance Committee
  - a. April-June Quarterly Report
  - b. MERS Annual Actuarial Valuation
- 6) Medical Director's Report
- 7) Health Officer's Report
- 8) Public Comment
- 9) Board Member Comments
- 10) Adjournment



# Public Health Delta & Menominee Counties



## Board of Health Meeting

Public Health, Delta & Menominee Counties  
Escanaba, MI

### Meeting Minutes

Wednesday, July 17, 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  
Lynn Woelffer, Director of Finance

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

The regular monthly meeting of the Delta-Menominee District Board of Health was held on July 17, 2013. The meeting was called to order at 4:03 p.m. EDT 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. Mr. Schei arrived to the meeting at 4:16 p.m. EST.

#### 2. Approval of Agenda

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

#### 3. Approval of Minutes

**Ms. Hafeman moved that the minutes from June 19, 2013 be approved. Motion was supported by Mr. Trudgeon and carried.**

#### 4. Review and Approval of June Check Registers

The BOH reviewed the June check registers. Questions were answered by Ms. Woelffer and Mr. Snyder.

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

**5. Finance Committee**

Mr. Trudgeon reported the finance committee met on July 15, 2013. The Quarterly Financial Report and MERS Annual Actuarial Valuation were reviewed.

**a. April-June Quarterly Report** – Mr. Trudgeon reported that PHDM is currently under budget for FY 13. The administrative staff has made a list of potential purchases and needs board approval to proceed with the purchases. The items being requested are:

- ✓ Nine desktop computers
- ✓ 13 laptop computers
- ✓ one copier
- ✓ 11 SATA hard drives
- ✓ one Visual Basic software
- ✓ nine topaz signature pads
- ✓ four exam tables
- ✓ one EBO software for the e-Clinical Works software
- ✓ one uninterrupted power supply
- ✓ private pay vaccines
- ✓ Family Planning supplies.

**Ms. Hafeman moved to approve the purchase of the items administration listed. Motion was supported by Mr. Elegeert and carried.**

**b. MERS Annual Actuarial Valuation** – The board discussed how the MERS Defined Benefit Plan works for PHDM employees and the pros and cons of a MERS Defined Benefit Plan. The board would like to see the MERS fund remain in an overfunded status. The Financial Committee recommended additional funds be deposited into MERS. Mr. Snyder noted that a phone call has been made to the PHDM auditor to determine if additional funds can be deposited into MERS, but the auditor is out of the office. Any motions on this matter will be tabled until the auditor returns the call.

**6. Medical Director's Report**

Dr. Frankovich reported that she has been getting calls regarding the bumper crop of mosquitoes this year and concerns regarding West Nile Virus (WNV). Outbreaks of the West Nile virus have occurred since 1999 with the largest in 2012. In spite of all the media attention, most people infected with WNV never develop symptoms. About 20% will get flu-like symptoms and only 1% of these will develop serious neurological disease. No WNV human cases have been reported in Michigan so far this year. Prevention is key so eliminating standing water in and around the home (to decrease the number of mosquitoes) and avoidance are the primary strategies. Bites are best avoided by avoiding outdoor time between dusk and dawn, wearing long sleeved shirts/pants and by using effective insect repellents. Although there are numerous products on the market, for long exposure times, products with higher DEET concentrations are most effective. For shorter exposures, additional options include picaradin, lemon oil eucalyptus and IR-3535.

**7. Health Officer's Report**

- Sheryl Farr, RN, who has been employed at PHDM for 35 years, will be retiring in August. Sheryl is the only full-time nurse in the Menominee office and will be missed. The position has been filled internally in hopes for a smooth transition.

**Mr. Elegeert moved to approve a letter of appreciation for Sheryl Farr. Motion was supported by Mr. Trudgeon and carried.**

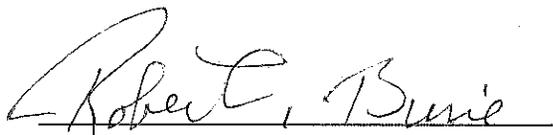
- The Eskey 150 Celebration has now come to an end. PHDM did participate in Children's Day at Ludington Park. 135 bike helmets were handed out to children before and after the parade. It was a successful event and staff commented that more helmets could have been handed out.
- The August 21<sup>st</sup> BOH meeting will be held in the Menominee office.
- Mr. Snyder asked if any board members planned on attending the Michigan Association of Counties Conference on September 16<sup>th</sup> and 17<sup>th</sup>. Only one board member plans on attending. The September BOH meeting will remain on the 18<sup>th</sup> at Pinecrest Medical Care Facility.
- Mr. Snyder reminded the board members to read the newspaper articles in the back of the July BOH packets.

**8. Public Comment—None****9. Board Member Comments**

Ms. Hafeman commented that she was happy to see a fund surplus and hopes the board will do something beneficial with it.

**10. Adjournment**

**There being no further business, a motion was made by Mr. Elegeet with support by Mr. Trudgeon to adjourn the meeting. Motion was carried and the meeting adjourned at 5:12 p.m. EDT.**



Chairperson

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