



# Public Health Delta & Menominee Counties



## Board of Health Meeting

Pinecrest Medical Care Facility, Powers

### Meeting Minutes

Monday, February 2, 2009

#### Board Members Present

Gerald Betters  
Venetia Bryers

Gary Eichhorn  
Thomas Elegeert

Bernie Lang  
David Schultz

#### Public Health Staff

Barb Chenier, Health Officer/Administrator  
Mike Snyder, Environmental Health Director  
Sharon Engelsgerd, Executive Secretary

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

The January 21, 2009, meeting of the Delta Menominee District Board of Health was rescheduled for February 2, 2009. On February 2, 2009, the meeting was called to order at 4:32 p.m. CST by Chairperson Betters, who requested the roll call. All were present except Bernie Lang who arrived during the Health Officer's education session.

#### 2. Approval of Agenda

Ms. Chenier asked that an item be added to address a language change in the agreement with Western U.P. Health Department for sharing Medical Director services; the item was added as "7.2."

**Mr. Eichhorn moved to approve the agenda with that addition. Motion was supported by Mr. Schultz and carried.**

#### 3. Approval of Minutes

**Mr. Elegeert moved that the December 17 minutes be approved as presented. Ms. Bryers seconded and motion was carried.**

#### 4. Annual Meeting Business

##### 4.1—Election of Chair and Vice-Chair

**Mr. Elegeert nominated Mr. Schultz for Chair. Ms. Bryers seconded and motion was carried.**

**Mr. Eichhorn nominated Mr. Lang for Vice-Chair. Mr. Elegeert seconded and motion was carried.**

##### 4.2—Committee Assignments

Committee assignments will be made at a later date.

##### 4.3—Approval of 2009 Meeting Schedule

A schedule of monthly meetings was presented, recognizing that meetings could be changed if the Board wished.

**Mr. Elegeert moved that the schedule be accepted. Mr. Eichhorn seconded and motion was carried.**

#### 5. Education Session

##### 5.1 – The Year 2008 in Review

Ms. Chenier presented highlights of 2008:

- A year ago we finalized an agreement with Western U.P. Health Department to share the services of a Medical Director. This arrangement has proved to be very efficient and Dr. Terry provides the guidance that our staff needs.
- We also finalized an agreement for the separate Health Officer position, including the development of a job description, goals, and a performance appraisal system.
- The new Delta-Menominee Sanitary Code was adopted. A committee made up of community members from both counties and our EH Directors developed the code after holding a series of community education sessions and public hearings, receiving input from anyone with concerns. The Technical Advisory Committee continues to work on criteria for alternative systems.
- Union contract for 2008-2011 was approved by both parties.
- Presented to the Board in December, the Health Department's financial report for 2008 showed the department ended the year under budget and with 4.5 fewer FTEs. We have continued to obtain grants for services as in the past, though fewer grants are available because of the economy.
- All programs that had site reviews this year have done well. For example, Alcohol and Other Drugs Services received three-year CARF accreditation which is the highest possible.
- For 2009: We are scheduled for our State Accreditation visit April 20-24. Every three years the State sends a team to do a thorough evaluation of the Health Department's programs.

- Also in 2009, there is much to be done for the implementation of the Sanitary Code.

**Ms. Bryers moved to accept the Health Officer's report. Mr. Eichhorn seconded and motion was carried.**

**6. Unfinished Business**

**6.1 – Revision of Personnel Manual for Non-Union Employees**

The Personnel Committee recommended the Board accept the revisions to the Personnel Manual as presented.

**Mr. Elegeert moved to adopt the Personnel Manual as written. Mr. Schultz seconded and motion was carried.**

**7. New Business**

**7.1 – Waiver of Environmental Health Fees**

Mr. Snyder asked for clarification on the Board's December motion to waive a temporary campground permit fee for the Boy Scouts. He explained that sometimes Environmental Health fees have two parts: (1) a State portion which the Department collects and turns over to the State and (2) PHDM's inspection fees. If the entire fee is waived by the Board, the Health Department would still need to pay the State's fee. Mr. Elegeert reported it is his understanding the Boy Scouts will be camping at designated campsites and will not need the temporary campground permit. Although the Boy Scouts no longer need the permit waiver that was approved in December, for future waiver requests the Board might consider waiving the Health Department fees but not the State fee. The only fees with the dual State/local parts are food licenses and camping permits. Mr. Elegeert suggested that when the Board waives a fee, we might ask the group to do a service project in return. The Board asked Mr. Snyder to draft a letter for the County Boards to send to the State legislature about waiving the DEQ fee for non-profit groups like the Boy Scouts.

**7.2 – Language Change for Western U.P. Agreement**

The Public Health Code requires that a minimum number of hours of medical direction be available for each local Health Department. Our current contract for medical direction is less than the minimum hours for an individual district. However, the Code allows Health Departments to form an "association" to share certain services but still retain their autonomy in other areas. Adding the following language to our Medical Director Agreement would bring us into compliance with the Code: "We are associating as health departments for the purpose of sharing medical direction only."

**Mr. Schultz moved to approve the addition of this language to the Medical Director Agreement with Western U.P. Health Department. Ms. Bryers seconded and motion was carried.**

8. **Committee Reports**

7.1—**Personnel**

The Personnel Committee reported having met with no actions required.

9. **Health Officer's Report**

- We have hired a Nurse Practitioner, Jenny Smith, who has been working in women's health for many years.
- Every Board packet has newspaper articles to help keep the Board informed of some of the activities of the Health Department.
- Federal stimulus bill currently being debated by the Senate has funding designated for Medicaid and public health prevention programs. Outcome should be determined within next few weeks.
- Mr. Snyder reported that the Technical Advisory Committee Sub-Committee continues to meet to develop sections for the Technical Manual for the Sanitary Code. Mr. Snyder invited Board members to attend a meeting on February 3<sup>rd</sup> where Mark Prevost will address alternative technologies, cost, maintenance, etc. In addition, Environmental Health policies are being reviewed by the Committee to incorporate them into the Technical Manual.

10. **Public Comment – None**

11. **Adjournment**

**There being no further business, a motion was made by Mr. Eichhorn with support by Mr. Schultz to adjourn the meeting. Motion was carried and meeting adjourned at 5:28 p.m. CST.**

  
Chairperson

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