



Public Health Delta & Menominee Counties



Board of Health AGENDA

December 15, 2010
4:30 p.m. (CST), 5:30 p.m. (EST)
Pinecrest Medical Care Facility
Powers, Michigan

Board Members

Robert Burie
Thomas Elegeert

Gary Eichhorn
David Schultz

Bernie Lang
Tom Trudgeon

Public Health Staff

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

1. **Call to Order/ Roll Call**
2. **Approval of Agenda**
3. **Approval of November 17, 2010 Board of Health Minutes**
4. **Education Session**
 - 4.1 Sanitary Code Update
5. **New Business**
 - 5.1 Wage and Salary Administration Policy Revision
6. **Committee Reports**
 - 6.1 Personnel
7. **Health Officer's Report**
8. **Public Comment**

Any individual wishing to address the Board will be allocated five (5) minutes.
9. **Adjournment**



Public Health Delta & Menominee Counties



Board of Health Meeting

Pinecrest Medical Care Facility, Powers

Meeting Minutes

Wednesday, December 15, 2010

Board Members Present

Bernie Lang
Bob Burie

Gary Eichhorn
Tom Trudgeon

Tom Elegeert
Dave 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 December 15, 2010, meeting of the Delta Menominee District Board of Health was called to order at 4:35 p.m. CST by Chairperson Schultz. Roll call was taken and is recorded above.

2. Approval of Agenda

Mr. Lang moved to approve the agenda. Motion was supported by Mr. Eichhorn and carried.

3. Approval of Minutes

Mr. Elegeert moved that the November 17th minutes be approved. Motion was supported by Mr. Burie and carried.

4. Education Session

4.1— Sanitary Code Update

Mike Snyder, Environmental Health Director, presented a review of the department's On-Site Sewage Treatment/Disposal program since the current Delta & Menominee Counties Sanitary Code became effective on January 1, 2009. The department's experience with the new sanitary code has shown it to be very customer friendly, giving the health department flexibility to allow the customer options regarding on-site sewage treatment if at all possible. Over the past two years the department has

performed 430 site evaluations with only 18 site denials, and some of these denials were given options they could choose in order to improve their site and gain approval. When the new code was enacted, the health department contacted all customers who were denied since 2000 under the previous code, informing them of the changes in the minimum site requirements. Many of these sites have been reevaluated and granted approval or permits under the new code. The new code allows installment of alternative systems and, although no alternative systems have been installed over the past two years, engineered plans for a site that was denied under the old sanitary code are currently being processed.

Another benefit resulting from the new code is the increased communication between installers and the health department. The Sanitary Code now requires installers to be licensed to ensure they are thoroughly knowledgeable of the code's provisions. The health department has offered training and the licensing exam through several forums to local installers. Those licensed in other districts had to meet with the Environmental Health Director to review the code. The licensing process went very smoothly, and our District currently has 53 licensed installers.

The health department has also been busy in their Groundwater Quality Control program. Over the last two years 245 well permits have been granted. Environmental Health and the counties' Building Departments work closely together concerning sites planning new construction as well as demolition.

5. **New Business**

5.1— **Wage and Salary Administration Policy Revision**

Ms Chenier requested Board approval for revision of a Board policy that addresses wage and salary administration for non-union employees. Effective January 1, 2011, wage adjustments for the non-union employee group would be recommended to the Personnel Committee and the full Board once a year. This change will replace the current non-union merit increase system. The Personnel Committee recommended approval of the policy revision.

Mr. Eichhorn moved that the Board approve the revised policy. Motion was supported by Mr. Elegeert and carried.

6. **Committee Reports**

6.1— **Personnel**

All recommended merit increases for 2010 fell within the Board-approved ranges and were approved by the Personnel Committee. No Board action was required.

The Personnel Committee recommended the Board approve a 2% wage increase for non-union staff for 2011, based on revenues coming in as projected. This recommendation is supported by the following:

- PHDM was on budget at the end of FY 2010, and the budget approved for FY 2011 included a 2% wage increase for all staff with no use of fund balance.
- PHDM union staff will receive a 2% wage increase on 1/1/11 per the union contract.
- PHDM non-union and union staff receive no step adjustments in salary for years of service and no longevity pay.
- Employee contributions to the MERS plan and health insurance premiums have increased significantly.

Mr. Eichhorn moved that the Board approve the proposal. Motion was supported by Mr. Elegeert and carried with one opposing vote (Mr. Burie).

7. Health Officer's Report

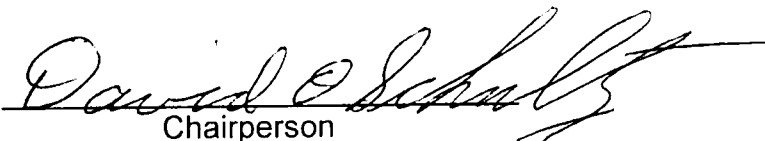
Ms Chenier reported the following:

- The first quarter of FY 2011 is almost complete, and program services and funding are going as projected.
- Our current Registered Dietitian is leaving. Fortunately, we will be able to fill the position with a qualified person who is already working in the health department in another position.
- Our temporary Nurse Practitioner has accepted the position on a long term basis.
- We recently received approval for our new Maternal Infant Health Program. Training will be conducted in January for nurses, social workers, and dietitians; services should begin soon after.
- Thank you to Mr. Eichhorn for his service on the Board of Health and his work in the Personnel Committee these past two years.

8. Public Comment—No comments

9. Adjournment

There being no further business, a motion was made by Mr. Eichhorn with support by Mr. Burie to adjourn the meeting. Motion was carried and meeting adjourned at 5:41 p.m. CST.


Chairperson

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