



# Public Health Delta & Menominee Counties

Agenda Item #2



## Board of Health AGENDA

**December 21, 2011**  
4:30 p.m. (CST), 5:30 p.m. (EST)  
Pinecrest Medical Care Facility  
Powers, Michigan

### Board Members

Bob Burie  
Tom Elegeert

Mary Harrington  
Mark Jasper

Bernie Lang  
Tom Trudgeon

### Public Health Staff

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

1. **Call to Order/ Roll Call**
2. **Approval of Agenda**
3. **Approval of November 9, 2011 Board of Health Minutes**
4. **Finance Committee**
  - a. **FY11 Year End Report**
  - b. **Audit for FY11**
5. **Personnel Committee**
  - a. **Employee Health Insurance**
  - b. **Retirement for New Hires**
  - c. **Union Contract**
  - d. **Non-Union Wage Adjustments—2012**
  - e. **Health Officer Position Update**
6. **Health Officer Report**
7. **Public Comment**

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



# Public Health Delta & Menominee Counties



## Board of Health Meeting

Pinecrest Medical Care Facility, Powers

### Meeting Minutes

Wednesday, December 21, 2011

#### Board Members Present

Bob Burie  
Tom Elegeert

Mary Harrington  
Mark Jasper

Bernie Lang  
Tom Trudgeon

#### Public Health Staff

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

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

The December 21, 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. Elegeert and carried.**

#### 3. Approval of Minutes

**Mr. Elegeert moved that the minutes of November 9, 2011 be approved. Motion was supported by Mr. Trudgeon and carried.**

#### 4. Finance Committee

##### a. FY11 Year End Report

Mr. Trudgeon reported on the meeting of the Finance Committee on December 12<sup>th</sup> with Mike Snyder and Lynn Woelffer. The Committee reviewed the end-of-year report in detail. PHDM finished the fiscal year with a \$17,000 shortfall. A significant portion of this was due to the Maternal Infant Health Program (MIHP) which was started last spring. Some deficit was expected with this program considering initial start-up costs, such as staff training, and the time to increase client enrollment. Mr. Trudgeon complimented PHDM staff for reducing the program's earlier deficit of \$65,000 to only

\$10,000. A status report on the MIHP program will be presented in the April Board of Health meeting.

About \$7,000 of the FY11 shortfall was due to the early purchase of vaccine. This vaccine will be used and generate revenue during FY12.

**Mr. Burie moved that the FY11 Financial Report be accepted. Motion was supported by Mr. Elegeert and carried.**

**b. Audit for FY11**

Mr. Trudgeon presented the Finance Committee's quote from Anderson, Tackman & Company for audit services. In the past, Delta County's audit included PHDM. However, beginning with FY11, PHDM will need to conduct a separate audit to be rolled into Delta County's audit. Anderson, Tackman & Company has provided a quote for three years of audit service at \$9,000 per year.

**Mr. Elegeert moved that PHDM hire Anderson, Tackman & Company for three years to conduct PHDM's audit. Motion was supported by Mr. Jasper and carried.**

**5. Personnel Committee**

**a. Employee Health Insurance**

Mr. Trudgeon reported on the meeting of the Personnel Committee on December 12<sup>th</sup> with Mike Snyder and Lynn Woelffer. Concerning employee health insurance, Public Act 152 requires PHDM to choose hard cap, aggregated hard cap, or 80/20 cap. The Personnel Committee recommended the Board approve the aggregated hard cap. For PHDM's situation, the aggregated hard cap offers the lowest overall increases in employee premiums and the most even distribution among covered employees. Employees will continue to have a choice between a standard plan and a U.P. Blue plan.

**Mr. Elegeert made a motion to adopt the aggregated hard cap as recommended by the Personnel Committee. Motion was supported by Mr. Jasper and carried.**

**b. Retirement for New Hires**

The Personnel Committee addressed whether to change retirement funding for new non-union hires. PHDM currently uses a Defined Benefit plan in which the employee pays 2%. In a Defined Contribution plan, PHDM would pay 7% and the employee 2%. Because PHDM's pension plan is currently overfunded and costs less than the Defined Contribution plan, the Personnel Committee recommended keeping the Defined Benefit plan and include in the Personnel Manual for Non-Union Employees the same wording found in the Union Contract: "Effective from and after January 1, 2012, the Employer may implement a Defined Contribution or Hybrid plan through MERS [Municipal Employees Retirement System] for all new hires."

**Ms Harrington made a motion to continue the Defined Benefit plan and approve the above wording for the Non-Union Personnel Manual as recommended by the Personnel Committee. Motion was supported by Mr. Trudgeon and carried.**

**c. Union Contract**

The Personnel Committee recommended approval of the updated Union Contract negotiated on December 9<sup>th</sup>. Changes include the following: 2% wage increase for each year of contract; incorporation of PHDM's Travel Expense Reimbursement policy dated February 22, 2011; and addition of long-term disability insurance for full-time union employees after January 1, 2014.

**Mr. Elegeert made a motion to approve the Union Contract as written. Motion was supported by Mr. Jasper and carried with a vote of five *For* and one *Against*.**

**d. Non-Union Wage Adjustments—2012**

The Personnel Committee recommended the Board approve a 2% wage increase in 2012 for all non-union employees.

**Mr. Elegeert moved the Board approve a 2% wage increase for non-union employees in 2012. Motion was supported by Ms Harrington and carried with a vote of five *For* and one *Against*.**

**e. Health Officer Position Update**

Mark Miller from the Michigan Department of Community Health (MDCH) has stated that Mike Snyder is not qualified for the Health Officer position based on his education, having a M.P.A. degree instead of a Master's in Public Health. Mr. Miller informed Mr. Lang that the Board has two options: 1) MDCH will extend Mr. Snyder in the position for six months while PHDM conducts a hiring process to have someone else in place by June 30<sup>th</sup>, or 2) MDCH will award provisional approval to Mr. Snyder if he agrees to take Public Health classes over a 3-year period. MDCH said the Board can appeal this decision by sending a letter justifying their belief that Mr. Snyder is indeed qualified.

**Mr. Elegeert made a motion that the Board appeal MDCH's denial and that Mr. Snyder draft a letter to present for Board approval in the January meeting. Motion was supported by Ms Harrington and carried.**

**6. Health Officer Report**

Mr. Snyder reported:

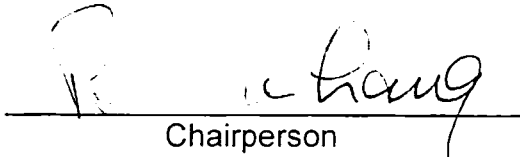
- The Dickinson-Iron Health District is experiencing the presence of a synthetic marijuana called "herbal incense." Iron Mountain has passed a city ordinance to ban it within city limits.
- PHDM is a recipient of the Michigan Cancer Consortium Spirit of Collaboration Award based on our collaborative work on the Michigan Smoke-Free Housing Project.
- PHDM has been conducting outreach to clinicians and to the public through newspapers to emphasize the need to be vaccinated against whooping cough.

- Our Prevention staff have been serving “mocktails” in grocery stores encouraging non-alcoholic drinks during the holidays.
- The city of Menominee has placed a drop box for drugs, legal or illegal, in their city hall. This will help reduce the misuse of drugs, especially prescription drugs.

7. **Public Comment—None**

8. **Adjournment**

**There being no further business, a motion was made by Ms Harrington with support by Mr. Burie to adjourn the meeting. Motion was carried and meeting adjourned at 5:40 p.m. CST.**

  
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Chairperson

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