



Public Health Delta & Menominee Counties



Board of Health AGENDA

February 15, 2012
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
Dr. Terry Frankovich, Medical Director
Lynn Woelffer, Director of Finance
Sharon Engelsjerd, Executive Secretary

1. **Call to Order/ Roll Call**
2. **Approval of Agenda**
3. **Approval of January 18, 2012 Board of Health Minutes**
4. **Committee Report**
 - 4.1 **Finance**
5. **Approval of LHD Plan of Organization**
6. **Medical Director's Report**
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, February 15, 2012

Board Members Present

Bob Burie

Bernie Lang

Tom Elegeert

Mark Jasper

Tom Trudgeon

Board Members Absent

Mary Harrington (excused)

Public Health Staff

Mike Snyder, Acting Health Officer/ Administrator

Dr. Terry Frankovich, Medical Director

Lynn Woelffer, Director of Finance and Budget

Sharon Engelsjerd, Executive Secretary

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on February 15, 2012. The meeting was called to order at 4:30 p.m. CST by Chairman Trudgeon. Roll call was taken by the Secretary 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 January 18, 2012 be approved. Motion was supported by Mr. Jasper and carried.

4. Committee Report

4.1 Finance

Mr. Burie reported the Finance Committee met with Mr. Snyder and Ms Woelffer and discussed the First Quarter Financial Report in detail. A shortfall in this quarter's finances will be corrected as funds are received for services rendered.

Mr. Burie moved that the First Quarter Financial Report be accepted.

Motion was supported by Mr. Lang and carried.

5. Approval of LHD Plan of Organization

PHDM will be evaluated by the State for accreditation during the week of April 23rd. Mr. Snyder reviewed the contents of PHDM's Plan of Organization, a requirement to be submitted to Michigan Department of Community Health two months prior to the State's accreditation site visit:

Section 1—Legal Responsibilities (local as well as State laws and regulations under which PHDM operates)

Section 2—Organizational Structure (including internal budget procedures and an organizational chart from the County Boards down to PHDM's program managers)

Section 3—Mission, Vision and Values

Section 4—Local Planning & Collaboration Initiatives (organizations and community groups with which the Health Department and individual employees are associated)

Section 5—Service Delivery (office locations and services)

Section 6—Reporting & Evaluation (requirements performed for department's activities)

Section 7—Health Officer & Medical Director (procedures and documentation for appointment and approval)

Mr. Elegeert moved that the Board approve the signing and submission of the Plan of Organization with the addition of Board meeting minutes that indicate approval of Mr. Snyder as Health Officer and Dr. Frankovich as Medical Director. Motion was supported by Mr. Jasper and carried.

6. Medical Director's Report

Dr. Frankovich reported:

- The seasonal flu hasn't been experienced to a great extent this year. Michigan, along with 30 other states, continue to report only sporadic cases. We may experience a late peak, or this year's viral strains may be less prevalent.
- A recent epidemiological investigation demonstrates the effective operation of our health system in addressing and resolving a potential health risk: Last

week a lab identified six cases positive for *Bacillus cereus*, and the cases were located in four different health districts. Dr. Frankovich and the district Environmental Health Directors collaborated, sharing case histories to determine whether a common source existed. Within a few hours the investigation concluded no common origin was present and no action necessary. The following Monday a conference call was held with a State epidemiologist to review the occurrence.

7. Health Officer's Report

Mr. Snyder reported:

- PHDM's audit was performed this month—our first one independent of Delta County. Results are not yet available and will be reported to the Board at a later date.
- Michigan's Public Act 188 effective in 2010 prohibits smoking in all workplaces. PHDM's Environmental Health investigates complaints involving establishments that serve food or drink. We received several complaints for an establishment in Menominee County. When the investigation proved the complaints valid, steps were taken to enforce compliance: several phone calls and letters to the owner, a meeting between the Environmental Health Director and the owner and, finally, an informal hearing. At the hearing a compliance agreement was agreed to by the owner and PHDM. The owner was informed that another violation will result in immediate closing of the business. Follow-up visits are being performed by PHDM to confirm compliance.
- Two failing septic systems have been identified in Menominee County. The homeowners have thus far refused to correct the problems. The County Prosecuting Attorney has issued letters to both and is now starting prosecution procedures. Information about financial assistance was provided to one of the homeowners.
- PHDM will hold its Annual Sewage System Installers training March 21st from 1:00-4:00 p.m. EST at the Island Resort & Casino. Licensed installers are required to attend one installer meeting during each 3-year license period if they

wish to re-new their license without re-taking the exam. Invitations have been sent to all installers.

- In 2008 the Board of Health approved a procedure to allow licensing fees to be waived for 501(c)(3) temporary food establishments who meet criteria such as only potentially non-hazardous foods to be served and no more than two food items requiring preparation. Mr. Snyder requested 501(c)(4) organizations, e.g., Menominee County Kiwanis Club, be included in this waiver.

Mr. Elegeert made a motion to include both 501(c)(3) and 501(c)(4) organizations in the procedure entitled “Food Service Fees for Non-Profit Organizations with Limited Food Preparation,” effective April 1, 2008.

Motion was supported by Mr. Burie and carried.

- In 2011 PHDM had 1, 545 participants in our Women Infants Children (WIC) Program. Program participants spent approximately \$996,000 in local grocery stores for nutritious foods.
- Nothing additional to report concerning the State’s approval of Mr. Snyder as permanent Health Officer.

8. **Public Comment—None**

9. **Adjournment**

There being no further business, a motion was made by Mr. Jasper with support by Mr. Lang to adjourn the meeting. Motion was carried and meeting adjourned at 5:21 p.m. CST.

Chairperson