



Public Health

Delta & Menominee Counties



Board of Health Meeting

Pinecrest Medical Care Facility, Powers

Meeting Minutes

Wednesday, June 20, 2012

Board Members Present

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
Kim Gustafson, Executive Secretary
Dayna Porter, Emergency Preparedness Coordinator

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on June 20, 2012. The meeting was called to order at 4:30 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Executive Secretary and is recorded above.

2. Approval of Agenda

Mr. Burie moved to approve the agenda. Motion was supported by Ms. Harrington and carried.

3. Approval of Minutes

Mr. Jasper moved that the minutes of May 16, 2012 be approved. Motion was supported by Ms. Harrington and carried.

4. Education Session: School Based Point-of Dispensing Plan

Dayna Porter, Emergency Preparedness Coordinator, gave a presentation on the School Based Point-of-Dispensing Plan (POD). This is Plan where the schools within the jurisdiction will assist PHDM with medication disbursement during a public health emergency. Schools are perfect because most people know where their school is located at in their community; they have ample space, and ample parking.

There are currently 10 schools (6 in Delta and 4 in Menominee), that have partnered and trained with PHDM in the Delta/Menominee jurisdiction. All of the schools have areas that can be set up for dispensing. They are: Big Bay de Noc, Bark River-Harris, Carney Nadeau, Rapid River, Mid-Pen, Gladstone, Escanaba High School, North

Central, Stephenson, and Menominee. We also have the U.P. State Fairgrounds which PHDM has used successfully in the past for the H1N1 and other mass flu clinics. Stephenson hasn't had the training yet, but Dayna is trying to set up something for the fall.

A POD will only be opened when a large portion of the population is determined to be at great risk due to a contagious disease or other biological agent. Diseases that may result in activation of a school based POD site include but are not limited to smallpox, anthrax, plague, botulism, tularemia or influenza. It will *not* be opened in case of a tornado or other natural disaster.

POD's are operated under the authority of PHDM's Health Officer and in coordination with the County Emergency Operations Center. PHDM maintains specific school contact information for the purpose of activating School Based POD Sites. The school then contacts the list of volunteers needed to run the POD. Each POD will have a Lead Nurse (Operations Chief), the Lead Clerk (Clerical Director) and volunteer medical staff to conduct clinic operations at the POD site.

Every POD operation is managed using basic Incident Command System (ICS) principles. Staff and volunteers are assigned a supervisor and a specific job role. Every staff member has only one supervisor. At the beginning of the shift each worker will be given a Job Action Sheet. This sheet tells you who to report to and gives you a synopsis of what you will be doing. There will also be Just-In-Time (JIT) training given at the site when the POD is activated. PHDM will be in charge of the medical and health operations while the school staff will be in charge of the rest of the operations.

The Health Department provides supplies and medications for a POD including items such as:

- POD Go Kit
- Forms/educational materials
- Medication packages/vaccine
- Medical Supplies (if needed)

PHDM will maintain contact with all of its School Based POD Sites. When PHDM has issued the "OK to close" order, each POD will close all of its doors, help whatever patients are left in the facility, and then start breaking down the POD. PHDM's Lead Nurse, the Operations Chief, will be responsible for the collection of any unused medications, medical supplies, and all paperwork. There will also be a de-briefing session after everything has been cleaned up.

Dr. Frankovich commented on how PHDM is the only one of the four health departments she works with that has this high level of planning on getting everything in place with the schools.

5. **Personnel Committee Report**

Mr. Snyder, Acting Health Officer, reported that the Personnel Committee met in regards to Jeanne McCoy's request for a salary increase. She is the only MCIR Coordinator in the entire U.P., and her current salary is well below the average for her position. Ms. Harrington reported the committee agreed to give her a \$2,500 increase.

The money is there and needs to be used or we will not receive it. Mr. Jasper feels we need to keep up with the average salaries or lose employees.

Mr. Jasper moved to approve the salary increase effective 6-20-12. Motion was supported by Ms. Harrington and carried with a vote of five *For* and one *Against*.

6. Health Officer's Status

Mr. Trudgeon reported that there has been no change to MDCH's request for the criteria needed for the Health Officer position. MDCH is requiring Mr. Snyder to take four classes, and will waive the fifth for the Environmental Health course. Mr. Trudgeon would like Mr. Snyder to take the EH class for his benefit.

Mr. Snyder has agreed to take the classes on-line through U of M.

Mr. Trudgeon moved to approve up to four hours per week for Mr. Snyder to study on work time. Motion was supported by Ms. Harrington and carried.

Mr. Trudgeon brought to the board's attention the Procedure to Appoint a Health Officer. Mr. Snyder has turned in all of the required documents except for the proof of enrollment, which he will submit in July.

Mr. Jasper moved that the proposed salary for Mr. Snyder be raised to \$72,000. Motion was supported by Ms. Harrington. A roll call vote was requested:

Bob Burie	Yes
Tom Elegeert	Yes
Mary Harrington	Yes
Mark Jasper	Yes
Bernie Lang	Yes
Tom Trudgeon	Yes

Ms. Harrington made a motion to install Mike Snyder as Health Officer of PHDM. Motion approved by Tom Elegeert. A roll call vote was requested:

Bob Burie	Yes
Tom Elegeert	Yes
Mary Harrington	Yes
Mark Jasper	Yes
Bernie Lang	Yes
Tom Trudgeon	Yes

7. Medical Director's Report

Dr. Frankovich offered to move her June report about SIDS to July due to time constraints. The board agreed.

8. Health Officer's Report

Mr. Snyder, Acting Health Officer, reported:

- The recent legislation signed by Gov. Snyder makes Synthetic Marijuana and "bath salts" illegal to sell or be in possession of, as of July 1, 2012. It is also known as K2 or Spice. There is currently no age limit to purchase. It is not under scrutiny by the Federal Drug Administration because it's labeled "not for human consumption."
- The new bill also allows the Director of the Michigan Department of Community Health to deem any new substances an imminent danger and takes immediate effect. They will work with the Director of the State Pharmacy to pull it from shelves. They will have one year to review and to put it on the Controlled Substance list.
- Memorial Beach in Menominee County had to be closed 6-20-12 due to the high counts of e-coli bacteria. Henes Park is still open.
- The July Board of Health meeting will be held at the Escanaba office on July 18, 2012. The August meeting will be held at the Menominee office on August 15, 2012.

9. Public Comment—None**10. Adjournment**

There being no further business, a motion was made by Mr. Elegeert with support by Ms. Harrington to adjourn the meeting. Motion was carried and meeting adjourned at 5:54 p.m. CDT.


Chairperson

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