



Public Health Delta & Menominee Counties

Agenda Item #2



Board of Health AGENDA

April 17, 2013
4:30p.m. (CST), 5:30p.m. (EST)
Pinecrest Medical Care Facility
Powers, MI

Board Members:

Bob Burie

Tom Elegeert

Jan Hafeman

Mary Harrington

Larry Schei

Tom Trudgeon

Public Health Staff:

Mike Snyder, Health Officer/Administrator

Kim Gustafson, Executive Secretary

Lynn Woelffer, Director of Finance

Dr. Terry Frankovich, Medical Director

- 1) Call to Order/Roll Call
- 2) Approval of Agenda
- 3) Approval of February 20, 2013 Board of Health Meeting Minutes
- 4) Education Session: PHDM Accounting Safeguards-Lynn Woelffer
- 5) Revised Septage Program Fees
- 6) Review & Approval of February and March Check Registers
- 7) PHDM Annual Report
- 8) Finance Committee Report
 - a. January – March Quarterly Report
 - b. PHDM Audit
- 9) Medical Director's Report
- 10) Health Officer's Report
- 11) Public Comment
- 12) Board Member Comments
- 13) Adjournment



Public Health Delta & Menominee Counties



Board of Health Meeting

Public Health, Delta & Menominee Counties
Pinecrest, Powers, MI

Meeting Minutes

Wednesday, April 17, 2013

Board Members Present

Bob Burie
Tom Elegeert

Jan Hafeman
Mary Harrington

Larry Schei
Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Dr. Terry Frankovich, Medical Director
Lynn Woelffer, Director of Finance

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health was held on April 17, 2013. The meeting was called to order at 4:30 p.m. CDT by Chairman Burie. Roll call was taken by the Director of Finance and is recorded above.

2. Approval of Agenda

Mr. Trudgeon would like to add item 3.a to the agenda regarding the approved minutes from January 16, 2013.

Mr. Elgeert moved to approve the agenda with the addition. Motion was supported by Ms. Harrington and carried.

3. Approval of Minutes

Ms. Hafeman moved that the minutes of February 20, 2013 be approved. Motion was supported by Mr. Trudgeon and carried.

3.a Correction of January 16, 2013 Minutes

Mr. Trudgeon noticed in the April BOH packet that only pages 1, 3, and 5 printed from the January 16, 2013 minutes. A request was made that they be submitted correctly in to the May packets.

4. Educational Session: PHDM Accounting Safeguards – Lynn Woelffer

Ms. Woelffer presented on the internal controls that PHDM has in place to reduce fraud risk. Information was presented on the procedures in place, such as the use of an Accounting manual, segregation of duties, dual signatures, and account

reconciliations. Management receive monthly reports, clients receive account statements, and the Board quarterly reviews finances in detail, adding external check components. An annual audit is conducted on the Agency, as well as State and Federal audits on specific programs. Any recommendations provided in the audits to enhance internal controls are always acted upon.

Every employee and Board member have signed the Ethics policy, which is active and enforced at all levels.

5. Revised Septage Program Fees

The Septage Program is administered through the Health Department, through a contract by the Department of Environmental Quality to do licensed vehicle and land application sight inspections. The State of Michigan issues the licenses and receives fees from the licensed septage haulers and reimburses PHDM for the inspections. The fees were not covering the programs costs, so in 2002, the BOH approved that PHDM charge a fee from the licensed haulers in addition to what they were receiving. Since then, the state of Michigan raised their fees and payments to PHDM and so additional local fees are no longer needed to support this program. Mr. Snyder proposed the Septage Program Fees be suspended for the time being.

Ms. Hafeman moved to approve the suspension of the Septage Program Fees. Motion was supported by Mr. Trudgeon and carried.

6. Review and Approval of February and March Check Registers

The BOH review the February and March check registers. Questions by the board were answered by Lynn Woelffer, Director of Finance.

Mr. Trudgeon moved to approve the February and March check registers. Motion was supported by Ms. Harrington and carried.

7. PHDM Annual Report

Mr. Snyder presented the 2012 Annual Report. The report is done internally and he commended on a job well done by all staff.

8. Finance Committee Report

a. January – March Quarterly Reports

Mr. Trudgeon reported that PHDM is currently under budget. Mr. Snyder and the Administration staff are already looking at program and equipment needs.

Mr. Elgeert moved to approve the January – March Quarterly Reports. Motion was supported by Ms. Hafeman and carried.

b. PHDM Audit

Mr. Trudgeon reported the Finance Committee met with Mr. Snyder and Ms. Woelffer and discussed the FY2012 audit report. No findings were indicated in the report.

Mr. Trudgeon moved to accept the PHDM Audit Report. Motion was supported by Ms. Hafeman and carried.

9. Medical Director's Report

Dr. Terry reported on the new guidance from the CDC on lead exposure and testing in children. Lead exposure in children is associated with lower IQ, attentional and behavioral problem. Lead toxicity may cause autoimmune, cardiovascular and kidney issues. We have made great strides in decreasing lead exposure for children by banning lead containing paints and leaded fuel but exposure through aging housing and plumbing persists. Because the negative impacts of lead toxicity are largely irreversible, prevention is key.

Previously, a blood level of ≥ 10 mcg/dl was designated "a level of concern" by the CDC and warranted follow-up and education (with higher levels prompting home inspection and other interventions). Because research suggests that there is no safe level of lead exposure, new CDC recommendations have moved the "abnormal" level to 5mcg/dl. This level will now trigger follow-up testing and education.

In 2011, 5% of the children screened for lead in Delta County were at a five or higher on a screening finger-poke blood test. In Menominee County, 4% were at a five or higher. Elevated levels on screening need to be confirmed with a venous blood draw, which is more accurate.

10. Health Officer's Report

- The On-Site Sewage/Treatment Disposal Installers meeting was held on March 20th. Chairman Burie and Mr. Trudgeon attended the meeting. Mr. Snyder reported a good turn-out.
- PHDM hosted a one-day Drug Awareness Conference at the Chip-In's Island Resort and Casino. It was sponsored by the SAVE Council of Delta County. It was so well attended, they will be sponsoring another conference on April 24th from 8am – 4pm for those that were not able to attend the first one.

11. Public Comment—None

12. Board Member Comments

Mr. Elgeert moved to make the BOH meeting time to 3pm CST/4pm EST. Motion was supported by Ms. Harrington and carried.

- Mr. Snyder will have the Executive Secretary check on the availability of the room at Pinecrest.
- Ms. Hafeman would like to see if the BOH could gain access to Pinecrest's wireless internet for the meetings.
- Mr. Trudgeon would like to thank Mr. Snyder and Ms. Woelffer on the stellar Audit Report. He would like them to pass that message on to the directors of the programs as well as the rest of the staff.

13. Adjournment

There being no further business, a motion was made by Mr. Trudgeon with support by to adjourn the meeting. Motion was carried by Ms. Harrington and meeting adjourned at 6:09 p.m. CDT.


Chairperson