



# Public Health Delta & Menominee Counties



## Board of Health AGENDA

**December 18, 2013**

3:00p.m. (CST), 4:00p.m. (EST)  
Pinecrest Medical Care Facility  
Powers, MI

### **Board Members:**

Bob Burie	Jan Hafeman	Larry Schei
Tom Elegeert	Mary Harrington	Tom Trudgeon

### **Public Health Staff:**

Mike Snyder, Health Officer/Administrator  
Kim Gustafson, Executive Secretary  
Dr. Terry Frankovich, Medical Director  
Shanna Hammond, Community Health Promotion Coordinator

- 1) **Call to Order/Roll Call**
- 2) **Approval of Agenda**
- 3) **Approval of October 30, 2013 Board of Health Meeting Minutes**
- 4) **Educational Session: Community Health Needs Assessment – Shanna Hammond**
- 5) **Personnel Committee**
  - **Employee Health Insurance**
  - **Non-union Wage Adjustment**
  - **Licensed Practical Nurse (LPN) Range Adjustment**
  - **Employee Wellness Stipend**
  - **PHDM Attire**
- 6) **Menominee Office**
  - **Signs**
  - **Merit Network**
  - **Safety Walk-through**
- 7) **Delta County Housekeeping Bids**
- 8) **Review and Approval of October and November Check Registers**
- 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

Pinecrest Medical Care Facility  
Powers, MI

### Meeting Minutes

Wednesday, December 18, 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  
Kim Gustafson, Executive Secretary  
Shanna Hammond, Community Health Promotions Coordinator

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

The regular monthly meeting of the Delta-Menominee District Board of Health was held on December 18, 2013. The meeting was called to order at 3:00 p.m. CST by Chairman Burie. Roll call was taken by the Executive Secretary and is recorded above.

#### 2. Approval of Agenda

**Ms. Hafeman moved to approve the agenda. Motion was supported by Ms. Harrington and carried.**

#### 3. Approval of Minutes

**Ms. Hafeman moved that the minutes from October 30, 2013, be approved. Motion was supported by Mr. Trudgeon and carried.**

#### 4. Educational Session: Community Health Needs Assessment – Shanna

#### Hammond

In 2014, PHDM will begin a Community Health Needs Assessment (CHNA) for both Delta and Menominee counties. The goal of a CHNA is to develop strategies to address the communities health

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needs and identified issues. An assessment will often include information about health risk factors, mortality, morbidity, community assets, forces of change, health inequity, and how well the public health system provides essential services. It looks at the local needs to see if they are comparable to state/national needs. If they match up, it can allow for future funding when it becomes available. PHDM knows that so many aspects of one's life effects their health and there's not always enough funding to address these needs in local communities. A CHNA helps agencies to prioritize their projects so they can better address community needs. Some of the aspects PHDM will be looking at are things like:

- What are key characteristics of the communities?
- What is the health status of the people?
- What local factors are affecting their health and what impact do they have, good or bad?
- What services are currently being provided?
- What do local community members see as their health needs?

Results from the CHNA can allow PHDM:

1. The ability to provide the most effective care to those in greatest need and help allocate resources where they will get maximum health benefit.
2. To work collaboratively with other local providers/agencies in the area to help provide assistance to the community.

A couple CHNA's have been done in the U.P. recently. OSF did one, but it focused on Primary Care needs. Western U.P. did their CHNA in 2012 and was extremely successful, so PHDM will be following in their footsteps. Dr. Terry is familiar with the process and will be able to assist us.

**5. Personnel Committee – Met Monday, December 16, 2013 at PHDM's Escanaba office. The following items were discussed:**

- **Employee Health Insurance-** PHDM offers a Standard Plan or U.P. Blues Plan. The last couple years, the BOH has chosen the aggregated hard cap. The Personnel Committee is recommending the Aggregated Hard Cap again this year.

**Mr. Trudgeon moved that the Aggregated Hard Cap insurance rates be approved. Motion was supported by Ms. Harrington and carried.**

- **Non-union Wage Adjustment –**Mr. Snyder recommends a 2% increase for the non-union employees for next fiscal year. The 2% would make it comparable to union wages.

**Ms. Harrington moved that the 2% wage increase for non-union employees be approved. Motion was supported by Ms. Hafeman and carried. Chairman Burie voted against the increase.**

- **Licensed Practical Nurse (LPN) Range Adjustment –** There are currently three LPN's on staff between Delta and Menominee counties. Mr. Snyder is requesting that the wage range at the top end be increased by \$1 to \$19 an hour so the two long term LPN's will be able to receive their full 2% wage increase.

**Mr. Elegeert moved that the LPN range adjustment be increased by \$1, be approved. Motion was supported by Ms. Harrington and carried. Chairman Burie voted against the range increase.**

- **Employee Wellness Stipend-** Mr. Snyder feels that if PHDM is promoting healthy living, they should be living it. He would like the employees to be able to have the chance to attend a gym of their choice, at a reduced cost, by PHDM paying \$20 towards their monthly membership. The Personnel Committee would like to try it on a trial basis of one year. Ms. Harrington would like the employees to be surveyed to see how they feel and how well it was received at the end of the one year for re-evaluation. The BOH would like to see a draft of the survey before it is given to the employees.

**Mr. Trudgeon moved that the Employee Wellness Stipend of \$20 a month towards a gym membership with re-evaluation after one year pending results of the employee survey, be approved. Motion was supported by Ms. Harrington and carried.**

- **PHDM Attire -** It was brought to Mr. Snyder's attention during the all-Staff meeting that PHDM attire be made available to staff. The Personnel Committee felt this was a good idea and agreed that PHDM allow each employee, on a one time basis, choose up to \$50 worth of PHDM attire of their choosing.

**Mr. Elegeert moved that \$50 in PHDM attire be given to each employee on a one time basis, be approved. Motion was supported by Ms. Harrington and carried.**

## 6. Menominee Office

- **Signs –** There have been complaints that the signs on the Menominee building are confusing with those of the Northern Menominee Health Center, so Mr. Snyder met with Meiers signs to look at getting new ones. He received an estimate and would like BOH approval. A permit will be required to put up the signs on the building and in the yard.

**Mr. Schei moved that the purchase of two new signs for the Menominee office be approved. Motion was supported by Mr. Elegeert and carried.**

- **Merit Network-** is a non-profit company providing fiber optics connection. PHDM is not ready to switch over to Merit because of the substantial costs. The conduit has been installed for the possibility of potentially switching over, but the fiber has not been pulled through.

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- **Safety Walk-through** – Bob Berbohm and Dayna Kapp, PHDM Emergency Preparedness Coordinator, did the safety walk-thru of the Menominee office and identified a few different areas of concern. Mr. Berbohm is planning on doing an Active Shooter presentation as part of the 2014 All-Staff training.

**7. Delta County Housekeeping Bids**

On November 7<sup>th</sup>, Mr. Snyder was notified by Nora Viau, Delta County Administrator, that effective November 25<sup>th</sup>, the county would no longer provide housekeeping to PHDM, so would need to provide their own housekeeping services. A request for proposals was sent out to the four cleaning companies in the area and PHDM received four proposals back. On November 13<sup>th</sup>, Nora Viau called Mr. Snyder and informed him the housekeeping expenses will be deducted from the rent PHDM pays to the county.

Some of the changes that have occurred since the housekeeping and maintenance lay-off:

- Staff now has to open and lock the building doors.
- The entry area, hallways and public restrooms are not being maintained consistently because it is not part of PHDM's designated space.

SCI was chosen by PHDM as the cleaning company because they came through with the lowest bid with all the requirements. The BOH needs to approve the bid so a contract can be put in place. BOH members would like to see the carpet cleaning be quoted before accepting the bid. Members would also like to see the hallways/employee bathroom quoted in a separate bid.

**Mr. Trudgeon moved that the bid from SCI for housekeeping services, with the assumption a written quote for per event carpet cleaning and the cleaning of the hallway and employee bathrooms, for one year be approved. Motion was supported by Ms. Hafeman and carried.**

**8. Review and Approval of October and November Check Register**

The BOH reviewed the October and November check register. Questions were answered by Mr. Snyder.

**Ms. Hafeman moved to approve the October and November check registers. Motion was supported by Mr. Trudgeon and carried.**

**9. Medical Director's Report**

The Medical Director's report will be tabled until January.

**10. Health Officer's Report**

- Tuesday, December 10<sup>th</sup>, a press conference was held at the Marquette Health Department announcing a new program created to assist U.P. residents with breast health. All the health officers in the U.P. except for Chippewa were in

attendance. Residents can be awarded up to \$1,000 to help with the costs if they qualify.

- On October 30<sup>th</sup>, there was a bust of a meth lab in Rock. PHDM was notified by UPSET of the bust. According to state law, the house must not be occupied until it is tested by an industrial hygienist and the air quality shows there is not a health hazard. This was the first notification of a meth lab in either Delta or Menominee County. The owner of the house is having trouble finding an industrial hygienist in the U.P. that is willing to come in and test for the contamination. The residue can be left in the carpet, on the walls, etc. and can be toxic to anyone or anything that can come in contact with it. The house will be condemned until it passes a post cleaning testing.
- Northcare Network notified PHDM they are no longer part of Pathways.

11. **Public Comment**—None

12. **Board Member Comments**

- Ms. Harrington would like to see PHDM retire the 99 Dodge 4x2 truck. It will be a priority to be replaced if there is money in the budget at the end of the year.

13. **Adjournment**

**There being no further business, a motion was made by Ms. Hafeman with support by Ms. Harrington to adjourn the meeting. Motion was carried and the meeting adjourned at 5:00p.m. CST.**

*T. Norman L. Paulson 1-15-2014*

Chairperson

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