



Public Health Delta & Menominee Counties



Board of Health Meeting

Pinecrest Medical Care Facility
Powers, MI

Meeting Minutes

Wednesday, September 16, 2015

Board Members Present

Bob Burie
Patrick Johnson

Jan Hafeman
Larry Schei

Mary Harrington
Tom Trudgeon

Public Health Staff

Mike Snyder, Health Officer/ Administrator
Kim Gustafson, Executive Assistant
Lynn Woelffer, Director of Finance

1. Call to Order/Roll Call

The regular monthly meeting of the Delta-Menominee District Board of Health (BOH) was held on September 16, 2015. The meeting was called to order at 4:30 p.m. CDT by Chairman Trudgeon. Roll call was taken by the Executive Assistant, and is recorded above. Mr. Johnson joined the meeting at 4:40 p.m. CDT.

2. Approval of Agenda

Ms. Hafeman moved to approve the September 16, 2015 agenda as presented except for #9 Medical Director's Report. Motion was supported by Ms. Harrington and carried.

3. Approval of Minutes

Ms. Hafeman moved the minutes from August 19, 2015, be approved. Motion was supported by Mr. Burie and carried.

4. Public Comment

There was no public comment.

5. Finance Committee

a) FY2016 PHDM Budget

Ms. Hafeman updated the Board on the proposed FY2016 PHDM Budget which had been reviewed during the Finance Committee meeting on September 14, 2015. Ms. Woelffer explained some allocations are still pending and the Board will be presented with amended budgets, as needed.

Ms. Hafeman moved the FY2016 PHDM Budget be accepted. Motion was supported by Ms. Harrington and carried.

6. MERS Quarterly Statement

Ms. Hafeman moved the MERS Quarterly Statement be accepted and placed on file. Motion was supported by Ms. Harrington and carried.

7. Insurance/Cafeteria Plan Resolutions

Mr. Snyder informed the Board the Insurance/Cafeteria Plan Resolutions have been revised per the Board of Health's request at the August BOH meeting.

RESOLUTION 15-3

**Board of Health's Resolution Authorizing the Agency to Provide Employees
Certain Benefits**

**Resolution of the Board of Health of Delta-Menominee
District Health Department**

WHEREAS there has been presented to this meeting a desire of the Officers of this Agency to provide the Employees of this Agency with employee benefits, to wit: a(n) Delta-Menominee District Health Department Health Reimbursement Arrangement, subject to the following terms and conditions and:

WHEREAS, this Board has reviewed the terms of the Plan and finds it in the best interest and to the benefit of the Agency to enter into such a Plan for the executive use of employee of this Agency.

NOW THEREFORE IT IS RESOLVED, that the Health Officer or the Finance Director of this Agency, and each of them, be and hereby is authorized to execute such documents, in the name and on behalf of this Agency, as necessary, but not exceeding a monetary cost of over \$5,000 to the Agency, to commence the Plan substantially as presented to this Board at this meeting.

FURTHER RESOLVED, that the Health Officer and Finance Director of this Agency be and hereby is authorized in the name and on behalf of the Agency from time to time to take such actions required or as such officers may deem necessary to enter into agreements with legal, financial, administrative or professional services required and necessary to carry out the desires of this Board and provide the benefits of the Plan to Employees.

THIS RESOLUTION is effective this date, with a majority vote of the Board of Health.

Chairman Trudgeon requested a roll call be taken for approval of the Insurance Plan and is recorded as:

Mr. Schei - Yes
Mr. Johnson - Yes
Ms. Harrington - Yes
Chairman Trudgeon - Yes
Ms. Hafeman - Yes
Mr. Burie – Yes

RESOLUTION 15-4

Board of Health's Resolution Authorizing the Agency to Provide Employees Certain Benefits

Resolution of the Board of Health of Delta-Menominee District Health Department

WHEREAS there has been presented to this meeting a desire of the Officers of this Agency to provide the Employees of this Agency with employee benefits, to wit: a(n) Delta-Menominee District Health Department Section 125 Cafeteria Plan, subject to the following terms and conditions and:

WHEREAS, this Board has reviewed the terms of the Plan and finds it in the best interest and to the benefit of the Agency to enter into such a Plan for the executive use of employee of this Agency.

NOW THEREFORE IT IS RESOLVED, that the Health Officer or the Finance Director of this Agency, and each of them, be and hereby is authorized to execute such documents, in the name and on behalf of this Agency, as necessary, but not exceeding a monetary cost of over \$5,000 to the Agency, to commence the Plan substantially as presented to this Board at this meeting.

FURTHER RESOLVED, that the Health Officer and Finance Director of this Agency be and hereby is authorized in the name and on behalf of the Agency from time to time to take such actions required or as such officers may deem necessary to enter into agreements with legal, financial, administrative or professional services required and necessary to carry out the desires of this Board and provide the benefits of the Plan to Employees.

THIS RESOLUTION is effective this date, with a majority vote of the Board of Health.

Chairman Trudgeon requested a roll call be taken for approval of the Cafeteria Plan Resolution and is recorded as:

Mr. Schei - Yes
Mr. Johnson - Yes
Ms. Harrington - Yes
Chairman Trudgeon - Yes
Ms. Hafeman - Yes
Mr. Burie - No

8. Review and Approval of August Check Register

The BOH reviewed the August check register. Questions were answered by Mr. Snyder and Ms. Woelffer.

Ms. Harrington moved the August check register be approved. Motion was supported by Ms. Hafeman and carried.

9. Health Officer's Report

- PHDM's Third Annual All-Staff Meeting will be held Thursday, September 17, 2015, at Bay College from 9 a.m. – 4 p.m. EDT.
- Mr. Snyder reminded the Board the Drive-Thru Flu Clinic is being held at the Delta County Office on Saturday, September 26, 2015. PHDM is currently

working with Menominee Schools to hold a clinic on Saturday, October 16, 2015, at the Menominee football game.

- Mr. Snyder reported on the surveys that were being completed at the UP State Fair regarding the fair going smoke-free. The response was overwhelming, with 82% in support of the fair going smoke-free. The Community Health Promotion office at PHDM will be presenting the information to the UP State Fair Board.
- Michigan has reported its first case of the Bubonic plague in Marquette. The person had traveled to Colorado prior to becoming sick.
- The next Board of Health meeting will be held Wednesday, November 4, 2015.

10. Public Comment (three minutes maximum)

No public comment.

11. Board Member Comments

12. Adjournment

There being no further business, Ms. Hafeman made a motion the meeting be adjourned at 5:31 p.m. CDT. Motion was supported by Ms. Harrington and carried.

 11-4-2015

Chairperson

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