

NORTHWEST MICHIGAN COMUNITY HEALTH AGENCY
BOARD OF HEALTH MEETING

Tuesday, February 5, 2008
10:00 A.M.

Classroom
220 W. Garfield
Charlevoix, Michigan

MINUTES

PRESENT: Larry Bargy, Antrim County
Robert Drebenstedt, Charlevoix County
Chris Christensen, Charlevoix County
Jack Jones, Emmet County
Les Atchison, Emmet County
Doug Johnson, Otsego County
Allan Bentz, Otsego County

ABSENT: David Howelman, Antrim County

HEALTH DEPARTMENT MEMBERS PRESENT:

Gerald Chase, Health Officer
Linda Yaroeh, Deputy Health Officer
Christie Vogelheim, Director of Administrative Services
Jane Sundmacher, Marketing & Public Relations Coordinator
Pat Fralick, Family & Community Health Services Director
Scott Kendzierski, Director of Environmental Health Services
Lynda Bockstahler, Director of Adult Health Services
Carol Paxton, Director of Emergency Preparedness

OTHERS PRESENT: James Young, Legal Counsel

Allan Bentz. Chairperson called the meeting to order at 10:00 A.M.

REVIEW AND APPROVAL OF MEETING MINUTES

A motion by Les Atchison to approve the December 4, 2007 meeting minutes as submitted; supported by Larry Bargy. Motion carried. All yeas.

PUBLIC COMMENTS

There were no public comments.

PUBLIC HEALTH CLEAN INDOOR AIR REGULATION OF 2005 LEGAL CHALLENGE – Gerry reported that Jim Young our legal counsel is present and would like to update the Board on the Public Health Clean Indoor Air Regulation of 2005 legal challenge. Jim Young reported that as you are aware of the unanimous decision of the Appellate Court in favor of Health Department relative to Public

Health Clean Indoor Regulation has been appealed to the Michigan Supreme Court. The Appellate Court has yet to decide if they will hear the case. He will be submitting a Supplemental Brief by Thursday of this week. The principal issues before the Court in the challenge is whether or not the Michigan Indoor Clean Regulation is pre-emptive of any more restrictive local regulations and whether or not the Michigan Employment at Will regulations were violated by the “whistle blower protection” provisions of the Public Health Clean Air Act. These are the same issues as were decided in the Agency’s favor at the Circuit and Appellate Court. In the order both parties were ordered to submit briefs as to whether or not the Section 2441 of the Michigan Public Health code was an improper delegation of Legislative authority. It is significant that this question was not raised by the Appellants but was raised by the Court. From the order it is also apparent that the Court (or more likely the Court-clerk typical an advanced law student) who wrote the order was not aware of the system of State/Local public health in the State of Michigan. This matter is an issue of strong concern to the State of Michigan particularly to the State Departments of Community Health and Environmental Quality

INTRODUCTION OF NEW BOARD MEMBER – Robert Drebenstedt introduced Chris Christensen. Chris Christensen volunteered to replace Joel Evans on the Board of Health, Mr. Evans will take his place on the Mental Health Board. Chris will represent Charlevoix County. Staff introduced themselves and welcomed Chris to the Board of Health.

STAFF REPORTS

HEALTH OFFICER

GAYLORD BUILDING ADDITION – We are now ready to move ahead with the development of the space. We had originally discussed the development of a free standing building, but on further review it was determined that it made more sense and would incur greater overall savings by developing a two story addition to the existing building. Gerry discussed the current plans and they were distributed. Besides, the addition, the current space would be updated with some remodeling, new paint and carpeting and a new enclosed entrance way which will better accommodate the senior population who utilize the adult day care center located in the facility.

A motion by Robert Drebenstedt to approve the proposed Lease and have the chairperson execute said Lease; supported by Les Atchison. All yeas. Motion carried.

ENVIRONMENTAL HEALTH CUSTOMER SATISFACTION SURVEY – Drafts were presented to the Board for the Customer Satisfaction Surveys one for the Land Use Program and one for the Food Service Program. This would be used to collect client attitudes towards the principal services provided by our environment health division. The information collected will be imputed into our computer system so that we can easily identify trends and issues that may be addressed in an effort to increase

customer satisfaction. There was discussion. There will be a line for an optional name and address. An April 1 implementation is being planned.

PETOSKEY PRIMARY CLINIC – We are now waiting for the approval of the Board of Directors of the Federally Qualified Health Center that serves Alpena and Alcona to become the operating partner for the proposed primary care health center to be located in our Emmet County Facility.

CHARLEVOIX OFFICE UPDATE – North County Mental Health has vacated the space that they had been sub-leasing from the health department. We have completed the plans for the renovations and updating of the facility. The Dental administrative staff will be relocated to that space. Changes will be made to the family health clinic area for it to better function with our current programs. The lower level will be partially finished with the addition of a larger meeting room, offices and restrooms. The approximate cost of the work will be about \$200,000 which is within the limit of the amount that we had previously reserved. Gerry requested the permission for the execution of a revised lease with the NHF Sub Charlevoix so this work can be completed.

A motion by Doug Johnson to approve the revised lease with NHF Sub Charlevoix for the remodeling of the Charlevoix office as submitted supported by Les Atchison. All yeas. Motion carried.

PUBLIC HEALTH CLINIC SOFTWARE – We were approached by the Michigan Department of Community Health to develop a solution regarding billing difficulties which several local health departments have encountered as the result of changes in some of the State programs. The solution that we developed is a cooperative purchase of an enterprise version of a very advanced practice management software system. The cost of the software is significant (\$200,000 to \$300,00) for a single health department, but, could be very practical if several agencies join in a joint purchase arrangements. The collaborative process to make this work will take some time to develop but it will be worth it as the administrative and support savings are very significant. Gerry will report more as this issue is explored.

MEDICAID PREVENTIVE HEALTH SERVICES – We have continued to meet with the State and some other health departments on this initiative. Some funding sources have been identified. We will be having future meetings with key Legislators on the aspects of this proposal.

WAGE & SALARY SURVEY – As part of the wage adjustment process this year and with the anticipation of moving the Agency from a 37.5 hour work week to a 40 hour work week, it was the consensus of the Board of Health that the Agency conduct a wage and salary survey. This will insure that our salary schedule is within the appropriate market for the staff employed by this Agency. In previous years, the Agency has employed an independent consultant firm to conduct the survey. We have employed various entities and they have all used the same methodology and process to

collect and analyze the collected information. Based on the prior surveys, we estimate that the cost of the work would be \$20,000 to \$25,000. In the process of reviewing possible contractors, we found that several counties had elected to conduct surveys directly by their own staff. We further determined that one of our contractual employees, Bruce Miller, in his former position as a deputy health officer in Ingham County participated in that county's conducted survey. Bruce works with us on a part-time basis under a contractual arrangement and serves as the Director of the Northern Health Plan. Bruce submitted a proposal to update our classification and compensation survey. The cost would be \$8,000. Gerry requested the Board's approval to accept the proposal and to move forward on this project. A motion by Robert Drebenstedt to approve the Classification and Compensation proposal as submitted by Bruce Miller supported by Jack Jones. All yeas. Motion carried.

DEPUTY HEALTH OFFICER

BREAST & CERVICAL CANCER CONTROL PROGRAM FUNDING CASELOAD AND OUTREACH – Linda Yaroch reported that our agency is the local coordinating agency for BCCCP in our District and Grand Traverse, Benzie and Leelanau counties. In January, Northwest submitted a request for an increase in funded caseload and has been granted our full request. The caseload for 2008 has been increased from 710 to 1,119 women for the seven counties. Northwest caseload will increase from 366 to 569 women. The caseload will be distributed by county and be proportionate to the population. In an effort to meet the new caseload target, new outreach materials have been developed to reach women in need of free mammograms and pap tests. Samples of the outreach materials were distributed to the Board.

NORTHERN HEALTH PLAN Rx PLAN – The NHP Rx Plan has been launched and enrollment has begun. This plan will offer a pharmacy benefit for a generic drug formula with a 50% co-pay. To qualify, you must have no other health insurance, not qualify for Medicare Part D, be age 19-64 have income under 200% of poverty, and reside in Antrim, Charlevoix, Emmet or Otsego counties. The target caseload for our four counties is 966 clients which will provide needed assistance to many people who are on the waiting list for the NPH Plan B among others. For additional information or to enroll, call 1-800-432-4121.

MEDICAL DIRECTOR

Dr. Josh Meyerson is on vacation this week, his Physician's Update Report and Communicable Disease Report is in your packet.

HOME HEALTH & AGING SERVICES DIRECTOR

SATISFACTION SURVEYS - Lynda Bockstahler reported that satisfaction surveys are sent out quarterly in her programs. This is a requirement for accreditation of the home care and hospice programs. In the hospice program family receives the survey after the persons death. We are co-sponsoring with Charlevoix Area Hospital a

program entitled "Living with Grief" to be held April 16th at 1:00-4:30 p.m. along with a panel discussion. Lynda brought in a sample Christmas Card that a client crafted on the front of the card were pictures of our nurses, she wanted to show her appreciation and to express how compassionate our nurses were to her.

NEW JOB DESCRIPTION - Lynda Bockstahler presented the job description for the Quality Improvement Coordinator position. This new position will serve to oversee the design, development, integration and implementation of an improved Quality Improvement Program for the division of Home Care and Aging Services. Approval of this position will place us in a proactive position to begin working more diligently on those quality measures that will impact our level of reimbursement. There was discussion. A motion by Robert Drebenstedt to approve the Quality Improvement Coordinator as submitted, supported by Doug Johnson. All yeas. Motion carried.

FAMILY & COMMUNITY HEALTH SERVICES DIRECTOR

Site accreditation for the Family Health Programs was completed in December. The Maternal Infant Health Program site review will be held in June.

0-3 GRANT MONIES - Pat Fralick reported that we have had a successful Teen Pregnancy Program with girls graduating and going on to college in Charlevoix, Emmet and northern Antrim counties. She has submitted a request for Proposal for monies to expand services in Otsego County. We are hopeful that it will get funded.

CENTRAL INTAKE APPOINTMENT SCHEDULING (CIAS) – Pat Fralick gave an overview of the Central Intake Appointment Scheduling (CIAS) functions which include information dispersal on health department programs and services. Outreach is also provided to clients who are calling for one program but may be eligible for other programs. A single point of entry for client registration for health department services. Computerized scheduling of single or multiple health department appointments at the same time. Reminder notices for appointments and sending paperwork that can be completed prior to appointments.

CIAS is the client's first point of contact with the agency and their goal is to be pleasant, efficient and informative so that the caller will feel comfortable accessing our services. There are 5.4 full time staff working in CIAS providing the services identified above for the ten Dental Clinics North offices and our five health department offices. The programs they provide, information about and schedule appointments for include: Dental; HIV Counseling and Testing, Immunizations, Maternal Infant Health Program, MICHild/Healthy Kids, Stepping Stones to School, Family Planning, Breast & Cervical Cancer Control Program, and the Women Infants & Children (WIC) Program. During 2007 they responded to 30,434 callers. CIAS also makes our clinics run smoother as the staff in the clinic can focus on the clients in the clinic verses having to choose between the clients on the phone and the clients in the clinic. Sending paperwork to clients so they can come in to the clinic with paperwork completed and other necessary documentation also contributes to the

efficiency of our clinics. The Staff in CIAS alert program supervisors if appointments are not available within a specific timeframe so more appointments can be created and they work had to fill appointments when a client calls into cancel or reschedule.

EMERGENCY PREPAREDNESS DIRECTOR

2008 WORKPLAN FOR PUBLIC HEALTH PREPAREDNESS (PHEP):
EXERCISES AND DRILLS – In an emergency, Public Health is the lead agency in a biological event or disease outbreak. Our responsibilities are to provide surveillance, case investigation, and provide prophylaxis to the population. Carol reviewed the Exercises and the Drills that the Health Department are facilitating and/or participating in.

ENVIRONMENTAL HEALTH SERVICES DIRECTOR

REGIONAL LABORATORY - Scott reported that the Regional Lab was evaluated in the middle of November and has been approved for full certification of parameters for the analysis of drinking water. This certification requires maintenance of an acceptable quality assurance program, use of approved methodology and equipment, and satisfactory performance on evaluation samples. Jake and Cheryl work very hard in meeting all requirements for accreditation, the accreditation is for three years.

RADON – Scott distributed information and maps depicting radon zones. Otsego County exceeds the EPA action level, with the highest level in our four county area. For the period of September 1993 through August 2007, the proportion of homes tested and recommended for action ranged from nearly 4% in Antrim County to over 40% in Otsego County, health officials recommended action for 12.3% of Charlevoix County homes tested and 8.1% of Emmet County homes tested. When radon gas levels require action, the health department's land use sanitarian can help homeowners identify mitigation techniques. Radon test kits are available at the health department. Radon test kits were made available to all Board of Health members. There was discussion.

COMMITTEE REPORTS

ACCOUNTS PAYABLE – Jack Jones reported that the committee met and authorized the payment of December bills in the amount of \$522,777.46 and miscellaneous employees mileage and meal expenses in the amount of \$26,703.82. Since there was no January Board of Health Meeting, the committee met and authorized the payment of January bills in the amount of \$476,458.41 and miscellaneous employees mileage and meal expenses in the amount of \$10,876.13. The committee recommends approval of both the December and January bills, supported by Robert Drebenstedt. All yeas. Motion carried.

OLD BUSINESS

Old Business was reported under Health Officer's report.

OTHER BUSINESS

The new job description for home health was reported under Home Health Director's Report.

ESCROW PAYMENT OF SANITARY CODE MAINTENANCE FEE – Gerry is working with the agency's attorney to develop escrow payment procedures for sanitary code maintenance fees. The proposal most likely will involve a standard agreement that would be available to be administered by independent title companies. Les Atchison recommended Gerry put together the proposal for approval by the Board.

The Chairperson adjourned the meeting at 12:05 P.M..

Respectfully submitted,

Gerald M. Chase, Health Officer

Allan Bentz, Chairperson