

**Minutes of the Board of Health
Health Department of Northwest Michigan
February 1, 2011**

Call to order: An organizational meeting of the Board of Health was held in the Conference Room at the Health Department in Charlevoix, Michigan on February 1, 2011. Gerry Chase convened the meeting at 10:10 A.M. Seven members of the Board of Health were in attendance, establishing a quorum.

Members in attendance: Dave Howelman, Jack Jones, Les Atchison, Shirlene Tripp, Robert Drebenstedt, Doug Johnson, Richard Sumerix.

Members absent: Karen Bargy

Staff in attendance: Gerald Chase, Linda Yaroch, Dr. Josh Meyerson, Christie Vogelheim, Patricia Fralick, Lynda Bockstahler, Carol Paxton, Jane Sundmacher

ORGANIZATION OF BOARD: ELECTION OF OFFICERS

CHAIRPERSON: A motion was attained by Les Atchison to nominate Jack Jones as chairperson, supported by Dave Howelman. Being no further nominations, nominations were closed. Motion carried. Jack Jones was elected Chairperson.

VICE-CHAIRPERSON: The Chairperson opened the nominations for Vice-chairperson. Moved by Les Atchison supported by Robert Drebenstedt to nominate David Howelman as Vice-chairperson. All yeas. Motion passed unanimously. David Howelman was appointed Vice-chairperson.

SECRETARY/TREASURER: The Chairperson opened the nominations for Secretary/Treasurer. A motion by Les Atchison to nominate Richard Sumerix supported by Doug Johnson. Motion by Robert Drebenstedt to close the nominations for secretary/treasurer, supported by Les Atchison. Motion carried. Richard Sumerix was elected Secretary/Treasurer.

ASSIGNMENT OF COMMITTEES

PERSONNEL & FINANCE: A motion by Les Atchison to appoint David Howelman, Jack Jones, Doug Johnson, Robert Drebenstedt to the Personnel & Finance Committee, supported by David Howelman. All yeas. Motion carried.

PROGRAM & EVALUATION: A motion by Les Atchison to appoint Karen Bargy, Shirlene Tripp, Richard Sumerix and Les Atchison to the Program & Evaluation Committee, supported by Doug Johnson. All yeas. Motion carried.

AUDIT COMMITTEE: A motion by Les Atchison to appoint the same audit committee comprised of Jack Jones, David Howelman and Robert Drebenstedt, supported by Doug Johnson. All yeas. Motion carried

AGENDA ITEM CHANGE: The Chairperson reported that Lynda Bockstahler has a prior commitment, her report will directly follow the Deputy Health Officer's Report.

Approval of Minutes: Motion was made by Les Atchison and supported by Robert Drebenstedt to approve the minutes of the December 7, 2010 meeting as submitted. All yeas. Motion carried.

Public comment: None.

STAFF REPORTS

Written reports were distributed with Agenda for review prior to the meeting from the following staff:

- Gerald Chase, MPH, Health Officer
- Linda Yaroch, RN, MPH, Deputy Health Officer
- Joshua Meyerson, MD, MPH, Medical Director
- Lynda Bockstahler, RN, Director of Home Care & Aging Services
- Carol Paxton, RN, MSN, Director of Public Health Emergency Preparedness
- Patricia Fralick, RN, MBA, Director of Family and Community Health Services
- Scott Kendzierski, MS, REHS, Director of Environmental Health Services

Motions from Staff Reports:

EMMET BUILDING EXPANSION

Motion: A motion by Les Atchison supported by Shirlene Tripp to enter into the Lease and Sub-lease, subject to the review of the Agency's legal counsel and execution by the Board Chairperson. A Roll Call vote was taken. Six Yes, One Nay, Robert Drebenstedt. Motion passed.

GERALD CHASE - PLANNED TERMINATION OF CONTRACT

Motion: A motion by Les Atchison supported by Doug Johnson to formally approve to terminate Gerry Chase's contract by August 31, 2011 with the Board's greatest thank you to Gerry. Motion carried.

The Chairperson requested the Program and Evaluation Committee set up a meeting to discuss Gerry's vacancy. There was discussion. It was established that after the March 1st Board of Health Meeting the committee will met to discuss the recruitment process. Lunch will be provided.

AMBULANCE SERVICES CONTRACT

Motion: A motion by Les Atchison supported by Shirlene Tripp authorizing the chairperson to sign the ambulance services contract for Emmet and Otsego counties for the year 2011. All yeas. Motion carried.

Other Reports:

Finance Committee

Motion: Motion was made by David Howelman and seconded by Robert Drebenstedt to approve the December bills in the amount of \$347,114.51 and employee expenses of \$19,733.05 and the January bills in the amount of \$347,698.19 and employees expenses of \$17,528.00. Motion carried.

Unfinished Business: None.

Other Business: None.

Adjournment:

Tuesday, March 1, 2011 at 10:00 A.M. in the Conference Room of the Health Department, Charlevoix, Michigan was fixed as the time and place of the next regular meeting of the Board of Health and the February 1, 2011 meeting was adjourned at 12:05 P.M.

Respectfully submitted:

Gerald M. Chase, Health Officer

Jack Jones, Chairperson