

NORTHWEST MICHIGAN COMMUNITY HEALTH AGENCY
BOARD OF HEALTH

Tuesday, February 1, 2005
10:00 A.M.

Classroom
220 W. Garfield
Charlevoix, Michigan

MINUTES

PRESENT Larry Bargy, Antrim County
 Vic Patrick, Charlevoix County
 Jack Jones, Emmet County
 Alan Behan, Emmet County
 Allan Bentz, Otsego County
 Erma Backenstose, Otsego County

ABSENT: David Howelman, Antrim County
 Valerie Snyder, Charlevoix County

HEALTH DEPARTMENT MEMBERS PRESENT:

Gerald Chase, Health Officer
Linda Yaroch, Deputy Health Officer
Dr. Joshua Meyerson, Medical Director
Christie Vogelheim, Director of Administrative Services
Pat Fralick, Director of Family Health Services
Carol Paxton, Director of Health Promotion Services
Jane Sundmacher, Agency Communications Coordinator
Scott Kendzierski, Director of Environmental Health Services
Nancy Bottomley, Director of Adult Health Services
Dr. Tom Veryser, Dental Director

Gerry Chase called the meeting to order at 10:00 A.M. with Roll Call.

Gerry reported that this is the first Board of Health meeting of the year for 2005. He welcomed our newest board member, Erma Backenstose from Otsego County, Erma was formerly the Otsego County Treasurer. He requested members introduce themselves and the County they represent; the Directors also introduced themselves and gave their respective titles.

ELECTION OF OFFICERS

CHAIRPERSON – Gerry Chase called for nominations of chairperson. Vic Patrick nominated Allan Bentz, with no further nominations, Jack Jones moved that nominations be closed. Vic Patrick moved a motion to elect Allan Bentz, chairperson, supported by Alan Behan. All yeas. Motion carried.

VICE-CHAIRPERSON – Allan Bentz open nominations for vice-chairperson. Alan Behan nominated Jack Jones, with no further nominations, Vic Patrick moved that nominations be closed. Alan Behan moved a motion to elect Jack Jones, vice-chairperson supported by Larry Bargy. All yeas. Motion carried.

SECRETARY/TREASURER - Allan Bentz opened nominations for secretary/treasurer, Larry Bargy nominated Vic Patrick, with no further nominations. A motion by Larry Bargy supported by Alan Behan that Vic Patrick be elected secretary/treasurer. All yeas. Motion carried.

COMMITTEE ASSIGNMENTS

FINANCE COMMITTEE – Jack Jones and Alan Behan have been on the finance committee. Alan Behan stated that he would like to be taken off the committee, he has a conflict during the summer months. Vic Patrick was appointed to take his place on the finance committee.

PERSONNEL & FINANCE COMMITTEE – The appointments on the Personnel & Finance Committee will stay the same with the addition of Erma Backenstose as the new board member.\

PROGRAM & EVALUATION COMMITTEE – The appointments on the Program and Evaluation will stay the same with David Howelman, Victor Patrick, Alan Behan and Allan Bentz.

REVIEW AND APPROVAL OF MEETING MINUTES

A motion by Jack Jones to approve the meeting minutes of December 7, 2004 as submitted; supported by Alan Behan. Motion carried.

PUBLIC COMMENTS

There were no public comments.

STAFF REPORTS

HEALTH OFFICER

Gerry reported that the Governor will issue an Executive Order on the state budget by February 10th, this will probably effect Medicaid funding and some of the programatic funding for this agency. Gerry will report further on this issue.

BAY HARBOR – Gerry reported that EPA is involved and will continue to hold meetings and discussions with CMS Energy on a cleanup plan. Gerry updated Erma Backenstose on the Bay Harbor contamination.

PUBLIC HEALTH TOBACCO FREE ORDINANCE - Gerry reported that the Public Health Tobacco Free Ordinance is scheduled for approval with the Emmet County Board of

Commissioners on February 8th, Charlevoix County Board of Commissioners have delayed any action until their next meeting in February. Will report further on this issue.

DENTAL FUNDING – Gerry reported that the adult dental funding issue is ongoing; the State has submitted a state amendment to Medicare and Medicaid to change the reimbursement process for oral health for dental clinics operated by health departments. It would be the same proposal which is required to reimburse Tribal Clinics, they would accept a reimbursement rate at the same level for adult dental rates. We would just about breakeven, we are in the process of applying with the State to implement these changes retroactive to October 1st, it looks positive.

NORTHERN HEALTH PLAN – Gerry distributed a draft agreement between Emmet County and our agency to obtain ambulance services; the County levies a millage for the purpose of providing ambulance services. Emmet County's legal counsel has reviewed the agreement. There was discussion; the approval will be requested under Other Business on the Agenda.

The Northern Health Plan is in the process of being expanded to all four counties and District Health Department No. 4, the money we generate through the matching process will be appropriated accordingly to both health department jurisdictions. Northern Michigan Hospital is pursuing opening a primary care clinic in Emmet County, we currently have space occupied by the Little Traverse Band and they will be relocating this summer so we will have space available.

SELF-INSURANCE – Gerry reported that we continue to work with Blue Cross on the self-insurance of the agency.

DEPUTY HEALTH OFFICER

Linda Yaroch showed a video on public health, it was an overview of public health and the promotion of good health, the base of public health is everywhere and what we do as a health department.

NORTHERN HEALTH PLAN – Linda Yaroch reported that the December enrollment of the Northern Health Plan was 336, decreased to 299 for January. She discussed the demographics of the program and the enrollment opportunities for the Adult Benefits Waiver. Plan B – Basic coverage plan was discussed, enrollment is to begin April 1, 2005 for 900 clients (225 per county). Information will be going out to NHP providers network, we will be providing enrollment, behavioral risk assessment and risk education plan

SCHOOL-BASED AND SCHOOL-LINKED CHILD AND ADOLESCENT HEALTH CENTERS – In collaboration with the Mancelona School District, the agency will submit a Planning Grant proposal to implement a School-Linked Child and Adolescent Health Center at the Mancelona Resource Center. The grant is due February 14, 2005. The planning award will be for the period of April 1-September 30, 2005. Fifteen proposals will be funded in the State with the expectation that ten will proceed to full implementation of a Center.

MEDICAL DIRECTOR

SUMMARY OF COMMUNICABLE DISEASE – Dr. Meyerson reviewed the communicable disease report for January, 2005. Another case of whopping cough was reported in Emmet County in a school aged child. We continue to see cases of the influenza. A few area schools have closed due to the high cases of flu. A summary of communicable diseases for Year 2004 is also included in his report.

HEALTH PROMOTION SERVICES

REPRODUCTIVE HEALTH NEEDS ASSESSMENT 2004-2005 – Carol Paxton reviewed the Reproductive Health Assessment. This report is completed annually and is presented to the Family Planning Advisory Committee, they are community members who provide advice and support to the program.

AFTER ACTION REPORT FOR FULL SCALE EXERCISE ON OCTOBER 28, 2004 – Carol Paxton included the report in your Board packet for your information. The staff of the Health Department participated in this full-scale exercise in October. 347 high-risk individuals received the influenza vaccine at a clinic in Petoskey.

GRANT ACTIVITY – Carol Paxton reported that we have applied for funding from the Michigan Department of Community Health for a grant which is called the Healthy Communities Initiative of Northwest Michigan. The intent of the proposal is to identify community risk factors that precede cardiovascular disease, the risk factors are unhealthy nutrition, sedentary lifestyle and tobacco use. Activities include a community assessment and the development of a strategic plan focused on implementing policy and environmental changes over the next three years.

TEEN HEALTH PROJECT OF NORTHWEST MICHIGAN – Carol Paxton reported the health department is writing a new and updated proposal to provide non-clinical services in the district. The goals of the proposal are to help students in the service area received accurate and up-to-date HIV/AIDS information in school, reduce the number of students who are uninformed or unaware of proper diet and fitness. Increase the number of students making positive nutritional choices and participating in physical fitness activities; reduce the number of students who are uninformed about or who lack resistance and decision-making skills to avoid unprotected unwanted sexual activity and to educate students on tobacco use. Carol requested the Board's chairperson sign a letter of support for the Proposal; Allan Bentz signed the letter of support.

ENVIRONMENTAL HEALTH SERVICES DIRECTOR

MANCELONA TOXIC PLUME – Scott reported that we did sample some fifty-two residences, access to some residences is an issue since they are seasonal residences. Of the forty-six individual test wells in the surrounding area revealed no contamination, one well was detected with TCE below the state's maximum contaminant level. We will likely keep these residences

on a long-term monitoring plan. The DEQ will provide long-term monitoring of the TCE tainted well.

RADON - Scott reported that January was radon month and we offered free testing kits and each health department offices. We had a huge response in our four counties with 171 test kits given out. We have not seen the results, they should be available in February.

NORTHERN MICHIGAN REGIONAL LABORATORY – Scott reported that the State recently recommended full accreditation for our lab and it is likely that it will be ready for March 1, 2005. He introduced Ken Terpstra, the new regional lab coordinator. Ken is happy to be here it is his third month in Gaylord, he arrived November 29th, he is retired from the Kent County Lab in Grand Rapids. He has worked for forty years in public health. He encouraged everyone to stop by and checkout the lab. He will now be working on the bioterrorism security which will involve anthrax, plague, etc. each component has to be checked which will take a couple of weeks. Beginning of March we will have two certification visits by the CDC and the CLEA certification one for the agency and one for the lab, full certification should be completed in April.

SEPTAGE COMMITTEE – Scott reported that the Program and Evaluation Septage Committee will be meeting this week.

BEACH MONITORING PROGRAM – Scott reported that the EPA Great Lakes Monitoring program monies will be available again this summer, we will hire an intern and our new laboratory will do the sample testing; we are uncertain on the funding of inland beaches.

DENTAL DIRECTOR

GAYLORD DENTAL OFFICE – Dr. Versyer reported that with the construction of the new regional lab we were able to expand the lab area at the same time in our Gaylord Dental office from three treatment rooms to four which is utilized by our new Dentist Dr. Hunter. This is a very busy clinic which will make for a much more efficient office.

DENTAL PROGRAM - Dr. Veryser was in Lansing and attended a Medicaid meeting where he was informed that the adult dental benefit will continue to be cut from the Medicaid budget. We do have the Northern Dental Plan which has been our response for providing services to adults thus far. The Northern Dental Plan is really starting to take off with 1,000 people so far enrolled.

NATIONAL HEALTH SERVICE CORPS – Dr. Veryser distributed an article which are success stories of Dental Clinic North's Cadillac site. What we are doing in our Cadillac office, we are getting some national press coverage, these are great success stories of Dr. Scott Trapp and Dr. Fishman, which can be accessed on the Internet at National Health Service Corps.

ADULT HEALTH SERVICES

ADULT HEALTH CARE PROGRAM – Nancy Bottomley discussed the Philosophy, Purpose Statement and Mission for the Adult Health Care Program. She distributed the annual Conflict

of Interest Disclosure for each Board member to sign and to state their occupation. These are requirements for certification of our agency's home health care program. We did have surprise visit from the Accreditation Agency (CHAP) this year, it was not on a Monday they came on Tuesday morning because of the blizzard. This was a four day intensive review of client charts, policies and procedures along with going on home visits with staff. We will receive a written report but the verbal results were excellent.

BOARD OF HEALTH BY-LAWS AND RULES OF ORDER – A motion by Vic Patrick to accept the Board of Health By-Laws and Rules of Order as presented with no changes; supported by Jack Jones. All yeas. Motion carried.

ADULT HEALTH STATISTICS – Nancy Bottomley reviewed 2004 Adult Health Referrals and Adult Health Program Statistics. Referrals have increased this year, it has been up and down just a roller coaster effect. We have about 100 active clients everyday on our program. Hospice activity has also seen an increase which can be contributed to our Hospice Coordinator, Lynda Bockstahler whose quality and abilities have become evident with the public.

QUALITY IMPROVEMENT MEETING MINUTES – Nancy Bottomley discussed the third quarter Quality Improvement Meeting minutes. This is peer review by the nurses, therapists and social workers on all disciplines, 10% of all charts are reviewed.

CLIENT SATISFACTION SURVEY – Nancy Bottomley reviewed the Client Satisfaction Survey, we sent our 332 and received 168 with a 51% return rate, for year 2004. Fourth quarter we sent out 92 and received 57 with a return rate of 62%. Comments were all positive.

HOSPICE FAMILY SATISFACTION SURVEY – Nancy Bottomley reported that we sent out 40 surveys and received 37 with a return rate of 93% for the year 2004. The fourth quarter hospice we sent out 9 and received 9 with a 100% return rate. Comments were all excellent.

FAMILY HEALTH SERVICES DIRECTOR

CLIENT SATISFACTION SURVEY – Pat Fralick reported on the client satisfaction surveys that were distributed in our clinics in November. Once again, clients ranked the friendliness, helpfulness and kindness of our staff as what they liked best about the services they received.

FLU – Pat Fralick reported on the 2004-05 Flu Clinics which included a list of the additional clinics the health department provided to administer flu vaccine. We are still administering a few doses of flu vaccine but are close to the end of our supply. We administered over 3,200 doses of vaccine in addition to the doses we were able to secure for hospitals, nursing homes, etc. The efforts of all members of our staff were outstanding during this very challenging time.

NORTHERN PRESCRIPTION ASSISTANCE PLAN – Pat Fralick reported that the prescription assistance for individuals without prescription insurance who are at or below 200% of poverty and live in Charlevoix County or are a patient of a Charlevoix Area Hospital affiliated physician is now available. Letters have gone out to Charlevoix Area Hospital physicians and pharmacies in Charlevoix County informing them of the program. A meeting with the

Charlevoix County Commission on Aging and the Social Worker at Charlevoix Area Hospital to share program information has also occurred.

COMMITTEE REPORTS

ACCOUNTS PAYABLE - Jack Jones reported that the finance committee met and authorized the payment of December bills in the amount of \$291,067.76 and January bills in the amount of \$300,978.91 he requested approval. All yeas.

OLD BUSINESS

No old business.

OTHER BUSINESS

NORTHERN HEALTH PLAN – A motion by Alan Behan to approve the Northern Health Plan as presented in the Contract to obtain ambulance services in Emmet County; supported by Vic Patrick. All yeas. Motion carried.

The chairperson adjourned the meeting at 12:00 Noon.

Respectfully submitted,

Linda Yaroch, Deputy Health Officer

Allan Bentz, Chairperson