



# MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department [www.mmdhd.org](http://www.mmdhd.org)

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KIMBERLY SINGH, M.A.  
Health Officer

ROBERT GRAHAM, DO, MPH, FAAFP  
Medical Director

**BOARD OF HEALTH**  
**ORGANIZATIONAL MEETING**  
at  
Mid-Michigan District Health Department  
Montcalm County Administrative Offices  
Conference Room A  
Stanton, Michigan

Wednesday, January 25, 2012  
10:00 a.m.



## AGENDA

*We take action to assure the health and well being of our community and the environment  
by responding to public health needs and providing a broad spectrum  
of prevention and educational services.*

### Pledge of Allegiance

#### I. AGENDA NOTES, REVIEW, AND REVISION:

A. Note: Traditionally, the Board of Health has directed the Health Officer to open the "Organizational Meeting", move the election of officers to the first item on the Agenda by consent, and conduct the election of the Chairperson. Then the meeting is turned over to the Chairperson.

B.

#### II. CONSENT ITEMS:

A. Meeting Minutes

1. Michigan Association for Local Public Health (MALPH) Board of Directors Meeting held December 12, 2011 – Mailed.
2. Mid-Michigan District Board of Health Regular Meeting held December 28, 2011 – Mailed.
- 3.

*Your Public Health Experts;  
Connecting with the Community and Exceeding Expectations.*

B. Communications

1. Letter dated December 2011 to Board of Health Members from Tricia Valasek, MPH, Sr. Project Director, National Association of Local Boards of Health regarding a complimentary copy of *Boards of Health Addressing Physical Activity through the Community Guide* – Mailed.
2. Letter dated December 14, 2011 to Bonnie Havlicek from Stan Bien, Director, Women, Infants, and Children (WIC) Division regarding WIC Nutrition Services Plan and Breastfeeding Plan for 2012 – Mailed.
3. Letter dated January 18, 2012 to Cynthia M. Partlo from Penny Goerge, Clinton County Board of Commissioners regarding reappointments to the Board of Health – Mailed.
- 4.

III. PUBLIC COMMENTS:

IV. BRANCH OFFICE EMPLOYEES:

V. COMMITTEE REPORTS:

A. Finance Committee

1. Mid-Michigan District Health Department's Monthly Balance Sheet, Revenue and Expenditure Report for December 2011 – Mailed.
2. Mid-Michigan District Health Department's Expenses: December 17, 2011 – January 13, 2012 – available for review.
3. New Fees For Sexually Transmitted Diseases (STD) – Mailed.
4. Bank Signature Cards – Mailed.
- 5.

B. Personnel Committee

- 1.

C. Program Committee

- 1.

D. Mid-Central Coordinating Committee

- 1.

VI. MEDICAL DIRECTOR'S REPORT: Robert Graham, DO, MPH, FAAFP – Mailed.

- A. Influenza
- B. Polio
- C. Norovirus
- D.

VII. HEALTH OFFICER'S REPORT: Kimberly Singh, M.A. – Mailed.

- A. University of Michigan School of Public Health Reception for Dean Martin A. Philbert – Mailed.
- B. Grant Update – Handout.
- C.
- D. Quarterly Division Summaries – Mailed.
  - 1. Administrative Services Division
  - 2. Community Health and Education Division
  - 3. Environmental Health Division
- E.

VIII. OLD BUSINESS:

- A. Elevated Blood Lead Presentation, *Bonnie Havlicek, Director of Community Health and Education*
- B.

IX. NEW BUSINESS:

- A. Election of Officers for 2012:
  - 1. Chairperson
  - 2. Vice Chairperson
- B. Appointment of Board of Health Secretary (*Traditionally, the position of Executive Confidential Administrative Assistant is appointed to serve as the Board Secretary and designated to post public notices for the Board.*)

- C. Appointment of Board of Health Standing Committees, Chairpersons, and Membership Assignments for 2012 – Mailed.
  - 1. Finance Committee
  - 2. Personnel Committee
  - 3. Program Committee
- D. Appointment of Board of Health Representatives to External Organizations and Associations - Assignments for 2012
  - 1. Mid-Central Coordinating Committee
  - 2. Michigan Association for Local Public Health (MALPH)
- E. Appointment of Board of Health Representatives to Internal Committees for 2012
  - 1. Quality Vision Action Team (QVAT)
  - 2. Emergency Preparedness Coordinating Committee (EPCC)
- F. Adoption of Proposed 2012 Board of Health Regular Meeting Schedule – Mailed.
- G. Public Hearing, Environmental Health (EH) Regulations
- H. Centers for Disease Control and Prevention (CDC) Immunization Pilot Program – Mailed.
- I.
- J. Emerging Issues
  - 1. Obesity – Mailed.
    - a) Statewide Summit Report
    - b) Preliminary State-level Strategies
    - c) Letter to Governor Rick Snyder
  - 2.

X. LEGISLATIVE ACTION:

- A.