



MID-MICHIGAN DISTRICT HEALTH DEPARTMENT

An Accredited Local Public Health Department

www.mmdhd.org

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Board of Health
Jack A. Enderle
Patricia K. Gillis
Tom Lindeman
Paul E. McNamara
Roland Merignac
Carl Paepke

KIMBERLY SINGH, M.A.
Health Officer

ROBERT GRAHAM, DO, MPH, FAAFP
Medical Director

BOARD OF HEALTH REGULAR MEETING

at

Mid-Michigan District Health Department
Gratiot County Branch Office
Ithaca, Michigan

Wednesday, December 22, 2010
10:00 a.m.



MINUTES

*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.*

Members Present: Paul E. McNamara, Carl Paepke, Patricia K. Gillis, Roland Merignac, Jack A. Enderle, and Tom Lindeman

Members Absent: None

Staff Present: Kimberly Singh, M.A., Health Officer; Bruce Du Hamel, Deputy Health Officer; Robert Graham, DO, MPH, FAAFP, Medical Director; Melissa Bowerman, Deputy Director of Administrative Services; and Debra Mazzola, Acting Board Secretary

Staff Absent: None

Guests: Ross Pope, Data Specialist; Mark Weber, MIS Specialist; Bea Enderle; and Barb Lindeman

C. Paepke, Chairperson, called the regular meeting of the Mid-Michigan District Board of Health to order at 10:24 a.m., on Wednesday, December 22, 2010, at the Gratiot County Branch Office of the Mid-Michigan District Health Department (MMDHD), Ithaca, Michigan.

The Pledge of Allegiance was lead by C. Paepke.

I. AGENDA NOTES, REVIEW, AND REVISIONS:

Motion made by T. Lindeman and seconded by J. Enderle to approve the Agenda as presented. Motion carried.

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

II. CONSENT ITEMS:

A. Meeting Minutes

1. Michigan Association for Local Public Health (MALPH) Meeting held November 8, 2010
2. Mid-Michigan Health Plan Advisory Board Meeting held November 18, 2010
3. Mid-Michigan District Board of Health Regular Meeting held November 24, 2010
4. Montcalm Area Community Dental Advisory Board held December 8, 2010

B. Communications – None

Motion made by P. McNamara and seconded by R. Merignac to accept and place the consent items on file. Motion carried.

III. PUBLIC COMMENTS: None.

IV. BRANCH OFFICE EMPLOYEES: None.

V. COMMITTEE REPORTS:

A. Finance Committee: J. Enderle, Chair

J. Enderle stated there was an addition to the Finance Agenda, Item #5, by P. Gillis – “Thinking out of the Box --- Into the future”.

1. Mid-Michigan District Health Department’s Monthly Balance Sheet, Revenue and Expenditure Report for October and November 2010

Motion made by J. Enderle and seconded by T. Lindeman to approve and place on file the Mid-Michigan District Health Department’s Monthly Balance Sheet, Revenue and Expenditure Reports for October and November 2010.

Kim noted that the agency should be at 17% of budget and is actually at 16% of budget with a small surplus of \$31,000 for the year. This surplus is modest; however, there have been considerable expenditures related to Public Health Emergency Response (PHER) for the month of November.

Motion carried.

2. Mid-Michigan District Health Department's Expenses for November 20, 2010 through December 17, 2010

Motion made by J. Enderle and seconded by T. Lindeman to pay the Mid-Michigan District Health Department's Expenses for November 20, 2010 through December 17, 2010, totaling \$568,273.24. Motion carried.

3. Public Health Emergency Response (PHER) Special Project Funding Request #2

Motion made by J. Enderle and seconded by T. Lindeman to accept the department recommendation and authorize an increase in Data Specialist time from .6 FTE to 1.0 FTE from January 3, 2011 through July 30, 2011. Motion carried.

4. Community-Based Dental Clinic in St. Johns - Expansion Update

Motion made by J. Enderle to authorize the Health Officer to contact Hobbs & Black Associates, Inc. to complete the floor plans and proceed with developing drawings for the Community-Based Dental Clinic in St. Johns, and enter into the partnership agreement between Mid-Michigan District Health Department and Michigan Community Dental Clinics. Seconded by P. Gillis.

P. McNamara requested an amendment to separate the motion into two motions. C. Paepke asked for discussion. J. Enderle stated K. Singh had recommended one motion.

January 26, 2011

Motion to amend made by P. McNamara and seconded by T. Lindeman to separate the motion. Motion carried. (5-1, J. Enderle voting No)

January 26, 2011

First motion made by P. McNamara and seconded by T. Lindeman to authorize K. Singh to contact the architect and request they complete floor plans and drawings for bid process. Motion carried.

January 26, 2011

Second motion made by P. McNamara and seconded by T. Lindeman to authorize K. Singh to proceed with agreement between the Mid-Michigan District Health Department and the Michigan Community Dental Clinics. Carl asked for discussion. Motion carried.

P. McNamara inquired if the health department should meet with local dentists prior to the agreement to let them know what is going to happen and why. K. Singh stated this was a good idea, although a meeting would need to be held prior to February 1, 2011, as that is the effective date of the agreement. P. McNamara suggested having a dentist from the clinic as the presenter of information at the meeting to help bring the dentists together.

~~Motions Carried.~~

5. "Thinking out of the Box --- Into the future" by Pat Gillis

Copies of a document P. Gillis developed were distributed. She gave an overview of the information that was presented at the Gratiot County Commissioners Regular Board Meeting on December 7, 2010. Under Expansion of Services, two items regarding the Mid-Michigan District Health Department were addressed: 1) increase health department funding to equitable level with other two counties, and 2) consider dental expansion at the Gratiot Health Department office. P. Gillis noted the document was for Board of Health information only.

- B. Personnel Committee – T. Lindeman, Chair – No Report.
C. Program Committee – R. Merignac, Chair – No Report.
D. Mid-Central Coordinating Committee – J. Enderle, Vice Chair – No Report.

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

- A. A Public Health Christmas Poem

R. Graham read the poem he had written, providing a lighthearted look at public health and the holidays.

Motion made by J. Enderle and seconded by T. Lindeman to approve the Medical Director's Report and place on file. Motion carried.

P. McNamara noted the success of Dr. Graham's presentation to the Rotary in Clinton County and that the health department just received a \$5,000 donation from a family dentistry in Clinton County, the result of Dr. Graham's presentation. K. Singh noted a check for \$2,500 was also received from Sparrow-Clinton Hospital.

VII. HEALTH OFFICER'S REPORT: Kimberly Singh, Health Officer

- A. Quality Improvement Update – Presentation by R. Pope, Data Specialist

Ross Pope, Data Specialist, and Mark Weber, Management Information Specialist, were introduced by K. Singh. R. Pope gave a review of the MLC 3 Grant received in April, 2010, to be used for a quality improvement project. The target goal of the project was to improve customer satisfaction with the health department phone system with a completion date of February, 2011. A committee made up of staff members was established to work on the project. R. Pope reviewed baseline collected on misrouted calls. He highlighted two rapid cycle improvements and noted district-wide changes have been made and data is being reviewed on whether an

improvement has occurred. A final report will be shared with the Board at the completion of the project.

B. 360° Evaluation Process

K. Singh informed the Board she had volunteered to participate in an evaluation and performance survey developed by NACCHO and the Robert Wood Johnson Foundation. She will share the results when they are available.

C. State Budget Update

K. Singh noted the budget update presented to the Michigan Association for Local Public Health by Gary Olson, Director of the Senate Fiscal Agency. Members commented the information was concise and informational and suggested it be forwarded to each county. Kim will electronically provide a copy to each county.

D. Schedule January Board of Health Organizational Meeting

Motion made by J. Enderle and seconded by T. Lindeman to schedule the January meeting on the fourth Wednesday. K. Singh noted that date would be January 26, 2011. Motion carried.

VIII. OLD BUSINESS: None.

IX. NEW BUSINESS: None.

A. Childhood Obesity – Presentation by Andrea Tabor, Director of Community Health and Education Division

A. Tabor provided a PowerPoint presentation and overview of the prevalence of childhood obesity. The presentation contained data on the significant increase in the prevalence of adult obesity according to a behavioral risk factor survey done in all states annually. There is not a lot of data on children. She explained the efforts being taken by the Mid-Michigan District Health Department to address childhood obesity in all three counties.

B. Recognition of Board Members

Board Member, Paul E. McNamara and Vice Chair, Patricia K. Gillis were recognized for their contribution and years of service to the Mid-Michigan District Board of Health. K. Singh read Board Resolutions to P. McNamara and P. Gillis and then presented each of them with a plaque.

Motion made by T. Lindeman and seconded by R. Merignac to adopt Resolution No. 4-2010 and Resolution No. 5-2010. Motion carried.

C. Emerging Issues – None.

X. LEGISLATIVE ACTION: None.

Motion made by P. Gillis and seconded by R. Merignac to adjourn. Motion carried.

There being no further business to come before the Board, the meeting adjourned at 11:50 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Debra Mazzola".

Debra Mazzola
Acting Board Secretary for
Carl Paepke, Chairperson
Mid-Michigan District Board of Health