

**SHIAWASSEE COUNTY BOARD OF HEALTH**

**February 5, 2015**

**Present:** Mary Buginsky, Patricia Cords, Gary Holzhausen, Gene Paez, Jim Capitan, John Pajtas and John Horvath

**Staff:** Larry Johnson, Courtney Herrick and Tonie Brovont

**Public:**

**I. Call to order**

The meeting was called to order by Gene Paez at 4:00 p.m.

**II. Additions to the agenda**

Motion was made by Mary Buginsky to accept agenda as written, supported by Jim Capitan. Motion carried.

**III. Approval of minutes of past meeting**

Motion made by Jim Capitan, supported by John Pajtas to approve the January 8, 2015 minutes. Motion carried.

**IV. Report of Chairman**

No report.

**V. Finance Committee**

**1. Approve Bills:**

Motion made by John Horvath to approve bills from January 15<sup>th</sup> in the amount of \$4,749.65 and authorize the Health Department to pay the same, supported by Jim Capitan. Motion carried. All yeas.

Motion made by John Horvath to approve bills from February 5<sup>th</sup> in the amount of \$5,432.38 and authorize the Health Department to pay the same, supported by Jim Capitan. Discussion of item payable to Water Tech. Motion carried. All yeas.

**2. Write off Accounts Receivable:**

Motion was made by John Horvath to approve account receivable write off in the amount of \$15.00, supported by Mary Buginsky. Motion carried. All yeas.

**VI. Director's Report**

## **Financial Statements**

Revenue and Expenditure report for December, 2014 presented. Tonie Brovont stated that revenues and expenditures were within budgeted amounts and were following typical patterns when compared to past years. No discussion.

## **Emergency Preparedness**

Larry Johnson explained that Jodi DeFren was absent in order to attend a food borne illness preparedness exercise. He reported that 12 people are currently being monitored for Ebola symptoms in Michigan. To date, 92 people have been monitored and cleared by health departments in our state. There was a brief discussion of the status of the outbreak in Africa and trials for potential vaccines.

## **Personal Health**

Courtney Herrick gave a detailed presentation of immunization levels in the schools in Shiawassee County including an extensive packet of graphs and charts. She listed and described the programs and tactics the Health Department is using in conjunction with our schools to increase the proportion of children who have been fully vaccinated. Courtney also described the process used when clients enroll in the WIC program to encourage vaccinations. She outlined plans to use social media to distribute information on vaccines and the Health Department services. The new State law regarding immunization waivers was described as well as the Health Department's program to implement the required educational presentation.

Pat Cords expressed her concern over the measles outbreak and suggested that the Health Department petition the local papers to run articles regarding the outbreaks and the services offered by the Department. Various tactics to raise public awareness of the seriousness of the diseases for which we have vaccinations were discussed.

## **Environmental Health**

Radon awareness month was very successful; nearly 300 test kits were distributed. The Argus Press ran a front page article on the threat of undetected radon in the home.

Larry gave a report on the progress toward hiring a new sanitarian.

## **Administration**

Larry reported that he is in the process of updating the Annual Report and Org Plan for the Department.

There was a discussion of the by-laws governing the Health Board's authority and capacity. There is a consensus among board members that the by-laws should be revised. They agreed to work on revisions and bring a draft to the March meeting.

## **Contracts**

None

## **Equipment**

A new document scanner for the Environmental Health division is needed. Mary Buginsky moved to authorize the purchase of a scanner not to exceed \$750. The motion was supported by Pat Cords. Motion carried. All yeas.

An upgraded network firewall system is required to maintain network security. This acquisition was anticipated and budgeted in the 2015 budget. A brief discussion of the necessity and purpose of the purchase took place. Pat Cords moved to authorize the purchase of a new firewall system not to exceed \$3,900. The motion was supported by Jim Capitan. Motion carried. All yeas.

## **Vacant Positions**

None

## **Travel**

Larry requested authorization to send 2 sanitarians to Traverse City to the annual Michigan Environmental Health Association Conference in March. John Pajtas moved to authorize; supported by Jim Capitan. Motion carried. All yeas.

## **VII. Members Comments**

None

## **VIII. Other Business**

None

## **IX. Public Comments**

None

## **X. Adjourn - Date of Next Meeting – March 5<sup>th</sup>, 2015**

Recorded by: T.B.

Date: 2/5/2015