

## Van Buren/Cass District Board of Health

### Minutes

12/13/2023

Chairperson Peat called meeting to order at 3 pm at Van Buren ISD, 490 So Paw Paw Street, Lawrence MI 49064. Roll call taken. Board members present were: Randall Peat, Jeremiah Jones, Don Hanson, Tina Leary, Mary Howie, Robert Linderman and Vicki Vaughn.

Employees Present: Danielle Persky, Nancy Desai and Tina Cox.

Others: Roger Boyer, Karen Tan and Joan Vidic

November meeting minutes were reviewed. Motioned by Vaughn, 2<sup>nd</sup> by Jones to approve the November meeting minutes as written. All voting yes, motion carried.

Each board member received a copy of the statement of revenues and expenditures for November 1, 2023 through November 30, 2023 as well as a list of all expenditures paid in November. Discussed utilities for both offices. Peat suggested the expenditures report be changed to list expenditures from highest to lowest dollar amount instead of by date. Danielle stated the refining of these reports will be ongoing and welcomed any suggestions the board may have. Nancy informed the board the Statement of Revenues and Expenditures report is for the last 2 months and broken out by grant funding so it will better reflect where we are at. Linderman asked if financials were caught up in which Nancy reported she has recently submitted 4<sup>th</sup> quarter data, not closed out yet, still cleaning up prior year, waiting for state audit. Danielle stated the current report is accurate, able to fix the chart of accounts before the fiscal year. Meeting with state auditors has been scheduled for Friday, Dec 15<sup>th</sup> to discuss 2020-2021 concerns with expenditures. Recommendations will be made at that time, possible consequences. She stated making progress on our internal processes, still working on cleaning up external processes. Will notify the board when a report is available. Motion by Vaughn, 2<sup>nd</sup> by Jones to except the revenue/expenditures report as presented. All voting yes, motion carried.

Administrator/Health Officer's Report: Each board member received a copy of 2 state bills related to lead. The bills indicate all pediatric offices must test all children for lead. However, parents will be given an option to not have their child(ren) tested but the testing must be offered. Danielle explained that Public Health staff will make a home visit to those families that tested high. They will identify risks and help mitigate those risks. All of these home visits are billable to the state. Families will receive information on lead at these visits. Examples of these handouts were given to the board.

At last month's meeting each board member received a copy of the proposed 2024 Employee Handbook with items changed listed in red for their review for possible adoption at this meeting. Motion by Jones, 2<sup>nd</sup> by Howie to accept the 2024 Employee Handbook as written with the changes noted. All voting yes, motion carried.

Each board member received a recommendation to upgrade furniture at the Lawrence facility. Danielle asked for board support to use funding from the Workforce Development grant to purchase this furniture. Three proposals were received and would like to go with West Michigan Office Interiors to purchase the furniture, not to exceed \$55,000. Discussion took place on what to do with the old furniture. Motion by Hanson, 2<sup>nd</sup> by Leary to except the furniture upgrade as presented not to exceed \$55,000. All voting yes, motion carried.

Danielle informed the board that we were recently informed that the ISD Conference room was not going to be available for us to use on a regular basis beginning with the February meeting. Therefore, the February meeting will be held at the health department office in Lawrence in our conference/meeting room. Much smaller area and we will continue to look to see what else is available.

The Administrator's written monthly report for December was given to each board member with Danielle informing the board Community Health, Nursing, Dental and Environmental Health Directors were unavailable for today's meeting, only the written report is available. Danielle stated the Community Health staff as well as Dr. Wile and Julie are at a vaccine clinic in Covert. Linderman questioned the increase in dental at the Dowagiac office compared to Lawrence. Danielle reported Dr. Strickler is the only dentist at Dowagiac is working 4 days/week in Dowagiac and has been very busy. Both Jones and Howie inquired about RSV. Nothing reported on the statistical nursing report.

Danielle stated she has recently received information from our regional epidemiologist on RSV and will forward to their attention.

Other Business: Peat stated the Palisades Nuclear Plan is in the process of being recommissioned; there are plans in place to go ahead and build 2 additional reactors on site. These should be operational sometime in 2030. He stated the county is planning on putting the funds generated from this into a separate account for construction of the new court house. Peat stated it will take years to generate enough money, during this time will also look at matching funds for this project. Discussed and reviewed. Danielle asked about the timeline for the Cass County's new courthouse. Jones stated they recently signed a grant and construction will begin. Should be moving into this facility sometime in July 2024. He stated there will be an option to use their current space once they move if the need should arise. Looking at tenants.

Public Comment: Karen thanked the board, as a tax payer, for scrutinizing the financial report. Need to be fiscally responsible with tax payers money. She questioned what was causing the recent uptick in Dental services that are being provided and Danielle stated services were down and are just now beginning to pick up. We have had an ongoing staffing issue, able to maintain staff which has been very helpful. She stated that we are still lower than we were pre COVID with the number of clients we are able to see and serve. Discussed and reviewed.

Motion by Jones, 2<sup>nd</sup> by Hanson to adjourn. All voting yes, motion carried. The next regular District Board of Health meeting is scheduled Wednesday, January 10th at 3pm at the Van Buren/Cass District Health Department's Community Center, 302 So Front Street, Dowagiac MI 49047.

Randall Peat  
Donald A. Hanson  
Mary-Ann  
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Board of Health Members