

Van Buren/Cass District Board of Health

Minutes

9/11/2024

Chairperson Jeremiah Jones called meeting to order at 3 pm at the Community Center at 302 So Street, Dowagiac MI 49047. Roll call taken. Board members present were: Jeremiah Jones, Tina Leary, Mary Howie, Don Hanson, Robert Linderman and Vicki Vaughn.

Board Members Absent: Randall Peat

Employees Present: Danielle Persky, Nancy Desai, Tina Cox, and Dr. Larry Wile, Jennifer Zordan and Kelly Adkins virtually.

Others: Roger Boyer, Karen Tan and Mariam Peralta

July meeting minutes were reviewed. Discussion of minutes are as follow: Linderman asked if anyone had followed up on the following: 1. Have the supplies in the basement been moved to the garage? Danielle replied, not at this time had other priorities. 2. Was a credit from Huntington bank received? Nancy replied yes. 3. Status of comparison report on the COVID vaccination rate vs infection rate? Danielle stated reached out to Regional Epidemiologist, should have something in October. 4. Linderman asked about the status of testing for those South Haven residents not on municipal water. Danielle stated George has reached out to the state, letters to the residents have been sent. Waiting on the state's next move. Motioned by Howie, 2nd by Leary to approve the meeting minutes as written. All voting yes, motion carried.

Finance Director's Report: Each board member received a staff report regarding installation of chain link fence to secure health department vehicles at the Lawrence facility. Three quotes were received. Need approval to go with The Postman & Concrete Design, not to exceed \$10,866.84. Discussed and Reviewed. Motion by Linderman, 2nd by Howie to accept the proposal from The Postman & Concrete Design as requested. Roll call vote taken. All voting yes, motion carried.

Expenditures Report: Items highlighted were; purchase of 3 vehicles from Berger Chevrolet at state contract rates, unclaimed property payment to the state explained, plan to discontinue our 800# with TelNet and explained why. Discussed and reviewed. Motion by Howie, 2nd by Vaughn to except the expenditures report. Roll call vote taken. All voting yes, motion carried.

Statement of Revenues and Expenditures report for all grant funds from October 1 2023 through August 31, 2024 was available for board review.

Each board member received a staff report requesting an increase of the employer match for the Defined Contribution rate. Nancy explained that currently the health department has a 7% match capped at \$2,500 annually. Currently all employees have reached the maximum cap of \$2,500. Would like to change to 5% match, uncapped for 2025 and 6% match, uncapped for 2026. Believes this change will retain current employees and attract new employees. Fiscal impact was discussed and reviewed. Motion by Linderman, 2nd by Vaughn to change the Define Contribution match as suggested. All voting yes, motion carried.

Each board member received the 2024-25 fiscal year proposed budget. Nancy stated we have a balance budget and the increase for the Defined Contribution is already listed in this budget. She explained funding and grant sources. Discussed and reviewed. Need board approval. Motion by Linderman, 2nd by Howie to accept the 2024-25 Fiscal Year proposed budget as presented. All voting yes, motion carried.

Administrator/Health Officer's report: Danielle informed the board that the health department has been selected to receive the MERS (Municipal Employees Retirement System) Impact Award. This is for converting from Principal to MERS for our retirement plan, saving both the employer and employees administrative costs and getting a higher rate of return. Ceremony will be October 10th at the Amway in Grand Rapids. Nancy, Megan and Tina will be attending this event.

Each board member received a copy of the staff report regarding space needs assessment. Danielle stated in an effort to decrease our overhead costs at the Lawrence facility, both her and Nancy have been busy seeking potential solutions. We have learned the ISD is seeking additional space and the building at 57150 CR 681 currently housing VB DHHS may be available come January 2026. To better understand our needs and to determine the best way to move forward would like to enter into an agreement with Fishbeck not to exceed \$25,000 to develop a vision and workplace strategy. Funding would come from the Public Health Infrastructure Grant. Discussed and reviewed. Motion by Howie, 2nd by Leary to enter into an agreement with Fishbeck as suggested, not to exceed \$25,000. Roll call vote taken. All voting yes, motion carried.

Each board member received a copy of the staff report regarding human resources assessment. Danielle stated in preparation for upcoming retirement of our Administrative Asst/HR person need to design a structure to support our growing needs. Therefore, seeking expert review of our current HR position to provide an assessment of all HR disciplines and recommend improvement to ensure we are more efficient, effective and compliant. Would like to enter into agreement with Rose Street Advisors, not to exceed \$3,950 to conduct this assessment and to begin September 2024. Funding would come from our COVID workforce Development grant. Discussed and reviewed. Motion by Linderman, 2nd by Leary to enter into agreement with Rose Street Advisors to conduct an HR Assessment as requested, not to exceed \$3,950. All voting yes, motion carried.

Administrator/Health Officer written report: Danielle informed the board that Over the Counter COVID tests are available to any organization wanting to be a distribution site. They should contact Jennifer Zordan. Vaughn asked if everyone was still reporting any positive COVID results and was informed no, these are reported just like any other Communicable Disease now. Nursing homes however are still reporting both staff and residents.

Nursing and Medical Director's Report: Dr. Wile reported staff remain busy. Recently attended a health clinic community event held at the Seventh Day Adventist Church in Paw Paw. Various services were offered and it was free. There were over 75+ volunteers and it was well received. We handed out documentation on a variety of topics. Plan to do again next year and use our portable unit.

Dr. Wile reported on a Chicken Pox outbreak. Monitoring and talking to families about Chicken Pox being highly contagious and what they can do to keep it from spreading. Have also had multiple Whooping Cough/Pertussis cases. Nurses continue to monitor Dairy Farms. Important to get farm workers vaccinated with the seasonal flu vaccine because if these workers get the Avian Flu while they are sick with the seasonal flu, the virus can easily swap genes and become more adaptable to human spread. This is a public health concern and therefore pushing to get farm workers vaccinated with the seasonal Flu vaccine.

Seasonal Flu shots available to staff now, will be available for the public soon.

Dr. Wile reported on COVID outbreaks in 2 nursing homes. He also reported that COVID rates for school age children are now compatible to seasonal flu. Children under 1 and older adults remain to be at high risk. Hospital rates are higher for this population.

Dr. Wile reminded everyone about protecting ourselves from EEE and West Nile virus. He also commented staff busy with back to school vaccines and vaccine waivers.

Dental Report: Available in the written report; Danielle reported that in the coming weeks we will be hosting students of VoTech's Dental Occupation class. Students will be shadowing and working at the Lawrence facility the entire school year.

Health Promotions: Available in the written report

Environmental Health: Available in the written report. Each board member received a packet of information that will be discussed at October's meeting on a proposed groundwater use restricted zone ordinance.

Other Business: None

Public Comment: Question regarding the Communicable Disease report and the YTD totals. Danielle will look into.

Motion by Hanson, 2nd by Linderman to adjourn. All voting yes, motion carried.

The next regular District Board of Health meeting is scheduled Wednesday, October 9th at 3 pm at the VBISD Conference Center, 490 So Paw Paw Street, Lawrence MI 49064.

JH
Tina Beary

Randall Peat

Robert Lewis

Don Stanger

Chibi A Vaughn

Board of Health Members