

**Board of Health Meeting
Minutes
March 27, 2024**

The meeting of the Dickinson-Iron District Board of Health was **Called to Order** by Mr. Stevens on Wednesday, March 27, 2024 at 10:00 a.m. at the Dickinson County office in Kingsford, Michigan.

Roll Call was taken: Present were Board Members: Joe Stevens, Chairperson; Mike Stafford, Vice-Chairperson; Barbara Kramer; Ean Bruette, and Henry Wender. Also, present were Dr. Robert Van Howe, Medical Director; Daren Deyaert, RS, Health Officer; Tina Edlund, Finance Director; Angela Applekamp, BSN RN, Community Health Services Director; Wade Dishaw, REHS, Environmental Health Director and Jessica Perry, Emergency Preparedness Coordinator.

Excused: Mark Stauber

M/S/C (Kramer/Wender) to **Adopt the Agenda** as presented.

M/S/C (Stafford/Stevens) to **approve the January 31, 2024 Minutes**.

M/S/C (Wender/Kramer) to accept the **Director Reports**.

Mr. Deyaert expressed his gratitude for the **millage** passing in Dickinson and Iron counties. He also spoke about the **Kindergarten Oral Health screenings**; Smiles on Wheels will begin providing screenings at local schools beginning the 2024-2025 school year. DIDHD will be the fiduciary. Mr. Deyaert informed the Board that **AEDs** have been installed in both Dickinson and Iron locations. The units were donated by the Iron Area Health Foundation and the Iron Mountain-Kingsford Community Federal Credit Union. Regarding the COVID Infrastructure funding, Mr. Deyaert inquired if it would be possible to hire a general **contractor** to oversee RFPs of upcoming projects.

Ms. Applekamp discussed **WIC caseloads** in Dickinson and Iron counties. WIC is working on initiatives to create client interest in the program. She also discussed **WIC Produce Connection** (formally Project Fresh). The program has recently been revamped and will offer an increase in monetary amounts. The funds will be uploaded directly to clients' EBT cards, allowing them access to use funds at local farmers markets. Ms. Applekamp spoke about recent **outreach** opportunities available through a local parenting fair and radio.

Mr. Dishaw talked about the different types of **temporary food licensing** requirements. Licenses are good for up to 14 days. DIDHD distributes **food safety kits** to vendors. The kits were acquired through a grant provided by the Dickinson Area Community Foundation.

Dr. Van Howe spoke about the **recent measles outbreaks** and the costs associated with each case. The total cost per case of measles is between \$20,000.00 and \$50,000.00. Measles is extremely contagious and if someone is not immune and exposed, there is a 90% chance of them getting measles. DIDHD has a tabletop exercise planned for next Friday to discuss how cases will be handled if/when one arises in our counties.

M/S (Stafford/Wender) to approve the **December 2023, January 2024, and February 2024 Finance Report**. Roll Call Vote: All Ayes.

Ms. Edlund presented the **year-end figures for 2023: Total Revenue** including year-end accruals was \$3,553,476.59. **Total Expenditures** for 2023 totaled \$3,715,645.35. Based on these figures, **Fund Balance** of \$162,168.76 was required to support the Health Department in 2023.

The actual **cash balance** at 2/29/2024 is \$1,230,274.13. This does not include State takebacks.

M/S (Kramer/Wender) Approved **February 2024 and March 2024 Vouchers**. Roll Call Vote: All Ayes. February: Payroll Expense \$130,384.67; General Expenses \$ 175,921.56; Travel Expense \$0.00. March: Payroll Expense \$ 129,909.24; General Expense \$ 129,700.03 and Travel Expense \$192.81. Total Claims: \$566,108.31.

Under **Public Comment**:

A member of the public inquired if measles cases would affect Red Cross Blood drives in our area. They also wanted to know if organizations are allowed to have bake sales as fundraisers. Mr. Dishaw reassured them that bake sales are allowed without a temporary food permit.

Under **Old Business**:

Mr. Deyaert provided an update on the sale of the **Iron River building**. The paperwork has been signed; Mr. Tinti will close on the building in the near future.

Under **New Business**:

Mr. Deyaert will edit the **Bylaws** and present them at the April meeting.

M/S (Stafford/Kramer) to increase the allowable limit of investing in **CDs** from \$300,000.00 to \$400,000.00. Roll Call Vote: All Ayes.

M/S/C (Kramer/Wender) to allow a 50% refund on Environmental Health permits fees after three years if the permits are not needed.

Mr. Deyaert presented two proposals to consider for distribution of the COVID Workforce Development grant. **Proposal #1** would entail all full/part-time employees receiving equal amounts and **Proposal #2** would distribute retention bonuses based on years of service. Both proposals included a set amount of money for part-time irregular employees.

M/S (Stafford/Kramer) to accept Proposal #2 distribution of COVID-10 workforce **retentions bonuses** based on years of service. Roll Call Vote: All Ayes.

M/S/C (Kramer/Stafford) to amend the **Asset Management Disposal Policy 6-1.091** as presented.

M/S (Stafford/Wender) to execute **Amendment #3** to the FY2024 Emerging Threats Local Health Department Agreement. The Amendment adds funding to the COVID Workforce Development grant. Roll Call Vote: All Ayes.

M/S (Wender/Kramer) to execute **Amendment #3** to the FY2024 Comprehensive Agreement. The Amendment adds Emergency Preparedness funding and funding for the new project called Oral Health-Kindergarten Assessment. Roll Call Vote: All Ayes.

There was no **Educational Presentation**.

Under **Other Information**:

Mr. Deyaert informed the Board that DIDHD will be launching a new website on April 5, 2024. Also, DIDHD is now accepting credit card payments.

There was no **Other Business**.

M/S/C (Wender/Stafford) to **Adjourn** at 11:15 a.m. The next Board of Health Meeting will be held on Wednesday, April 24, 2024 at 10:00 a.m. at the Iron County office in Crystal Falls, Michigan.

Respectfully Submitted:



Kristina Santilli, Office Supervisor



Joe Stevens, Chairperson



Mike Stafford, Vice-Chairperson



Board Member