

## **HEALTH BOARD MEETING**

**February 16, 2017**  
**Wayne County Health Department**

### **Multipurpose Room**

**PRESENT:** John Lebo, M.A. Chairperson  
Jeff Butler, M.A. Vice-Chairperson  
Elizabeth Bennett, RN, B.S.  
Jon Igelman, M.D.  
Pat Ravinet, B.S.  
Paul Rider, M.D.  
Richard Siebert, DVM  
David Keller, M.D. Secretary of the Health Board  
Eric Coulter, MBA, ED.D, Executive Director  
Julie Floyd, Executive Secretary

**ABSENT:**

**GUESTS:** Rick Boston, Attorney, Ellen Smith, CFO via phone

### **ROLL CALL**

### **DETERMINATION OF QUORUM**

John Lebo called the meeting to order and it was determined that there was a quorum and asked for a motion to accept the minutes from January 19, 2017 which were mailed to board members. Dr. Siebert made the motion and it was seconded by Dr. Igelman. The motion passed unanimously.

### **COMMUNICATIONS**

Each member received a copy of the Agenda.

### **OLD BUSINESS**

#### **2016 Revenue**

Dr. Coulter introduced Rick Boston, who will discuss the balances and the revenue officially not split between Public Health and Health Center by the Auditor. There were two meeting with the Auditor and County officials, and it was believed the separation would happen on December 31, 2016.

#### **DZL Meeting**

Mark Linderman attended the meeting with council and DZL heating and air conditioning group. DZL made several recommendations for the Health Center during the repair of the heating and air conditioning units and energy efficient improvements. The repairs may take three-six months to complete; DZL suggested relocating the health department during the repairs, or setting up portable units in

the parking lot. DZL fees would increase to one million if they work weekends. The Health Board members had many concerns with the options offered by DZL. Relocating the Health Department would require writing another site approval, cost would be \$20,000, and this is a requirement by HRSA. Relocating the Health Department would have an effect on the patients and revenue.

Dr. Keller explained the issues with the heating and air that has been a continuous problem in the clinic. Every room is used when all providers are working, the clinic needs expansion.

The Health Board discussed the options submitted by DZL. Dr. Rider commented if replacing the system the heating and air would be replaced with the expansion of the building, why upgrade now. Members discussed options of relocation and expansion.

Dr. Siebert asked if another group could look at the heating and air. Dr. Coulter said the job would be bid out possibly to someone local. Another company has looked at the blue prints and believes the fix could happen with an addition to the building. Jeff Butler explained during the State Hospital improvements a wing of the hospital was shut down and the contractors worked around the hospital's schedule. It has been suggested to move the Environmental side to the Annex building; this would create many problems with sharing of work and staff.

Ellen Smith explained the balances and the amounts in each fund. Ellen stated the funds must be separated; during the FQHC site visit audit it was recommended to divide the funds, must reconcile to the fund balance every month. December 31, 2016 Public Health budget is \$600,000 and Health Center budget \$708,708 total balance of \$1.3 million. The county would like to have documentation on agreed amount in fund balance. The first date discussed was October 2016 then changed to December 31, 2016.

Dr. Rider asked if we are not able to demonstrate the monies are separate will this put our status at risk. Ellen believes this would be a huge risk and major problems if not separated.

Bookkeeper was discussed and will be hired through Beth Ann, the clinic needs billing and other assistants along with an NP.

Rick Boston spoke about HRSA and co-mingling of funds and the requirement the funds split into two accounts. The Washington DC attorney for HRSA said no co-mingling of funds and split into own accounts.

MOTION-Rick Boston will draft communication with county and auditor to confirm the start date of splitting the funds as of December 31, 2016.

Dr. Rider made the motion and seconded by Jeff Butler, motion passed unanimously.

Dr. Siebert made a motion to adjourn, Dr. Rider seconded the motion. The motion passed unanimously.

Next board meeting Thursday March 16, 2017 at 12:00 noon.

---

John Lebo, Chairperson

---

February 16, 2017