

**Ingham County Board of Health (BoH)**  
**Ingham County Health Department (ICHHD) – Conference Room C**  
**Tuesday, August 7, 2012**

**Minutes**

**In attendance for meeting (Roll called by chair):** Nancy Hayward, Martha Adams, Dr. Maurice Reizen, Mark Kieselbach, Dr. Nino Rodriguez, Molly Polverento (via phone conferencing), Dr. Sugandha Lowhim, Jim Wilson, Christopher Klawuhn, Isaías Solís, Rich Estill, Jessica Yorko, Debbie Edokpolo and Wendy Duke-Littlejohn

The meeting was called to order by chair Nancy Hayward who called for review and approval of minutes from the last meeting held which was June 5, 2012. Dr. Nino Rodriguez moved to accept minutes. Martha Adams seconded the motion. Minutes approved.

**Additions to agenda:** None

**Public comment:** None

**Announcements**

- Nancy Hayward announced she has accepted the position as Deputy Health Officer for the Ingham County Health Department, effective September 4, 2012. As a result of this new position, she must step down as chair and member of BoH as it is a conflict of interest. Her resignation will become effective at the close of the August 7, 2012 meeting.

**Transfer of BoH membership positions – Nancy Hayward**

As a result of Nancy Hayward's resignation to the board, officer positions must be re-organized. Molly Polverento and Martha Adams have agreed to move into new positions, pending member approval.

**Dr. Maurice Reizen made a motion to accept Molly Polverento in the position of Chairperson, vacated with resignation of Nancy Hayward, to become effective September 2012. Dr. Nino Rodriguez seconded the motion. Motion passed unanimously.**

**Dr. Nino Rodriguez made a motion to accept Martha Adams in the position of Chair Pro-Tem, vacated by Molly Polverento on her acceptance of the Chairperson position, to become effective September 2012. Dr. Maurice Reizen seconded the motion. Motion passed unanimously.**

After transition of current officers into vacated positions, the Vice Chair position is now vacant. Dr. Christina Dokter has expressed an interest in filling this position. The position will remain vacant to allow any additional, non-office holding members an opportunity to submit their interest. Those interested will contact staff support person Wendy by email to be considered during the during the September meeting.

Once all positions have been finalized the Board of Commissioners (BOC) will be notified, via their Human Services Committee (HSC) in September. In addition to notifying BOC HSC of member changes, BoH will submit a request to appear before the entire BOC during its regular meeting, possibly January, but definitely early next year to update on its current goals and activities.

Finally, Nancy Hayward's leaving creates an actual membership vacancy that will need to be filled and BOC will be notified to contact potential applicants. Dr. Rowan's position and health status as it relates to his membership with the board was discussed. Debbie Edokpolo will connect with his wife to better determine his ability to return or not. The board feels that should he not be able to return in a timely manner that his position be vacated for filling and to induct him in as an honorary member. These two positions will be finalized during the September meeting.

**Dr. Rodriguez moved that Nancy Hayward receive official recognition as valued member of the board with a resolution. Dr. Reizen seconded the motion. The motion passed unanimously.**

### **BoH Webpage – Nancy Hayward**

New sign up list was distributed beginning with September 2012. Rich Estill has made requested updates from previous meetings. Those not present will be assigned a month to communicate/review any necessary updates to the BoH webpage.

### **NALBOH update**

Dr. Christina Dokter is away attending national conference. She will report in September.

### **Public Health Update – Debbie Edokpolo**

- Power of We Consortium's (PWC) new coordinator – Debbie introduced Isaías Solís who replaced Peggy Roberts who retired in July. He gave a brief update on current projects. Major focus will be to reinvest member's participation, and to get website update. He was invited to give an update on PWC in January or February 2013.
- Healthy! Capital Counties – the scheduled dialogues held around the county have been completed. Cassie Larrioux will be invited to an upcoming meeting to report on the outcomes.
- Building Community & Campaign for Health Training – Jessica Yorke and Doak Bloss are working on a new training series. There will be an evening and afternoon orientation Aug 16 & 17, with workshops being conducted during Sep-Nov. They are asking organizations to send at least 3 participants. There will be a registration fee for participation. Jessica can be contacted at [jjyorke@ingham.org](mailto:jjyorke@ingham.org) or 272-4144 for more details.
- Community Transformation – Eaton Intermediate School District, with ICHD as a major partner, applied for CDC grant for 2.5 million and 9/30 is the award notification. Their goal is to get into large number of communities to improve cardiovascular disease outcomes and a few other health issues will also be targeted. Jessica will follow up at a later meeting, possibly October.
- MEDQ Grant Awarded to BEH – Ingham County to be one of first in state to accept unwanted medical waste. Containers will be sent out where needed. Updates will come as it progresses.
- PHN and Special Programs Services Supervisor – ICHD hired Regina Traylor, who began in July. She, along with other new key staff will be invited to future meetings.

### **2012-2014 Priority Focus Areas – Nancy Hayward**

Nancy distributed the final draft of the focus areas. Members took a few minutes to review the document for final approval. The only requested change was to delete the word 'act' from the Clean Air section to make it all inclusive. As there were no other requested changes to the document, it was deemed ready for vote.

**Dr. Nino Rodriguez moved to remove the 'draft' watermark and to accept the 2012-2014 Priority Focus Areas for board members to use as framework to move forward for the next two years. Martha Adams seconded the motion. The motion passed unanimously.**

Final discussion was that since there are three main categories of focus areas, it was suggested that three board members serve on sub-committees of each area. A call to sign up for priority areas was made. It was decided that support staff will send an email to members with the approved focus areas attached and instructions on how to sign up for the area they have an interest in working on.

Nancy was officially thanked for all her hard work on this document and seeing it through to the end of her position as chair.

**Other discussions**

Dr. Reizen will be attending a marijuana summit and will report back either in September or October.

**Meeting adjourned.**

**Next Board of Health meeting – 12:00 p.m. Tuesday, September 4, 2012** in Conference Room C at the **Ingham County Health Department** located at 5303 S Cedar Street in Lansing