

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH MINUTES OF  
DECEMBER 11, 2003 MEETING

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order on December 11, 2003, at 8:00 a.m. in the Coldwater office by the Chairperson, Alice Britton, with the following members present: Maxine Vanlerberg, Terry MacDonald, William Chinery, Monte Bordner and David Pueschel.

Absent: Eric Shaffer

Also present: Duke E. Anderson, Maureen Petzko, Donna Cowden, Jennie Sholly, John Robertson, Steve Todd and Larua Sutter

Mr. Bordner moved to approve the agenda as presented with two additions supported by Mrs. Vanlerberg. The motion carried.

Mr. Bordner moved to approve the minutes from the previous meeting supported by Mr. Pueschel. The motion carried.

Under Public Comment there was nothing at this time.

#### COMMUNICATION

Health Officer's Report consisted of an update to the Board of Health by describing the operational environment as seen at the Community Health Agency and offering recommendations for operational improvement. Duke distributed the 2004 Agency Action Plan to the members present. Discussion was held regarding this document. Duke Anderson also reported on a statewide preparedness conference attended summarizing that locally we must continually assess and update our disaster plans and practice the implementation of the plans. The Sturgis office moved on December 4, the new address is 209 West Hatch Street. Recent written notification from the Michigan Local Public Health Accreditation Program was received and copies of the Accreditation with Commendation Certificate issued to our agency was received from the Michigan Local Public Health Accreditation program. This is included in your packets. Mrs. Vanlerberg moved to accept the report as presented supported by Mr. Bordner. The motion carried.

The financial reports were reviewed as presented by the Board members and it was noted that the agency continues to remain strong and healthy. Mr. MacDonald moved to accept and place on file the financial reports as presented supported by Mr. Pueschel. The motion carried.

A health insurance plan was proposed to the Board members. The plan was to provide health insurance coverage to staff as well as to contain cost the Agency. The following changes will allow staff to make choices based on their individual needs regarding health insurance. At the same time giving the Agency control over continuing health insurance cost every year. By applying a capped dollar amount for the staff now will prepare this Agency for the future for budget. We are also preparing the staff that it will be an ongoing cost to them as future increase in health insurance costs come along. Any changes in the capped dollars will be decided at the budget process.

<Capped dollars have been applied for spending (i.e.) single, couple & family.

Single \$5,500—Couple \$8,700---Family \$10,500

<Two Blue Cross Blue Shield plans are now offered

<Cash-In-Lieu has been increased to \$2500. For staff not taking Health Ins.

<Cash-In-Lieu has been increased to \$1500 for staff not taking Health Ins., but wishing to have Dental and Vision coverage.

<Offering a cafeteria plan with (BASIC) out of Kalamazoo, Michigan to administer for staff wishing to participate.

Discussion took place and it was moved for approval by Mr. Chinery and supported by Mr. Bordner. The motion carried.

#### Area Agency on Aging

The Coordinator's report was presented at this time.

#### Prevention Services

The Service Statistics report and the Communicable Disease Report was reviewed at this time.

#### Committee Reports:

The Finance Committee reviewed the expenditures submitted for payment and Mr. Chinery moved to approve as submitted supported by Mr. MacDonald. The motion carried.

Program, Policy and Appeals Committee reviewed two separate requests from staff for reimbursement of their deductibles for damage done to vehicles within the parking lot. Mr. MacDonald moved to reject and deny the requests supported by Mr. Puschel. The motion carried.

#### Old Business

Mr. Bordner proposed that a Letter of Agreement between the Branch-Hillsdale-St. Joseph District Board of Health and Duke E. Anderson be reviewed and accepted as written. Discussion took place. Mr. Chinery, one member of three members on a committee to seek and select a Health Officer for the agency opposed the agreement and the question was called by a roll call vote made by Mr. MacDonald:

Mr. Bornder	yes
Mrs. Britton	yes
Mr. MacDonald	yes
Mr. Peuschel	yes
Mrs. Vanleberg	yes
Mr. Chinery	no

The motion carried.

The 2004 Agency Action Plan was presented and it was moved by Mr. MacDonald to accept and place on file supported by Mrs. Vanlerberg. Roll Call Vote was as follows:

Mr. Chinery	yes
Mrs. Britton	yes
Mrs. Vanlerberg	yes
Mr. Puschel	yes
Mr. Bordner	yes
Mr. MacDonald	yes

The motion carried.

#### New Business

Environmental Health fee adjustments were reviewed with the members by Steve Todd. Discussion took place and it was then moved to accept the proposed fee increases by Mr. Bordner supported by Mr. Chinery. The motion carried.

Personnel Policy changes were the next item under new business for discussion. The changes made were distributed to the members present. Mr. MacDonald moved to approve the Personnel Policy changes with support from Mr. Peuschel. The motion carried.

Resolution to authorize Electronic Transitions was presented to the members. Mrs. Vanlerberg moved to approve the resolution as presented supported by Mr. Bordner. Roll Call Vote was as follows:

Mr. MacDonald	yes
Mr. Chinery	yes
Mrs. Britton	yes
Mrs. Vanlerberg	yes
Mr. Bordner	yes

Mr. Pueschel                      yes  
The motion carried.

Jennie Sholly, Director of Prevention Services presented to the members a change in the STD charges. Discussion followed and it was then moved to accept by Mr., Bordner supported by Mr. Chinery. Roll Call vote was as follows:

Mrs. Britton	yes
Mrs. Vanlerberg	yes
Mr. Bordner	yes
Mr. Pueschel	yes
Mr. MacDonald	yes
Mr. Chinery	yes

Motion carried.

Under Other – Mr. Bordner reported on a meeting regarding reducing costs in state government. Health services particularly the coordination of substance abuse was of substance to him and Mr. Bordner would very much appreciate effort in reviewing this health service for the county or counties.

The next Board of Health meeting will be January 22, 2004 at 8:00 a.m. in the Coldwater office.

Respectfully Submitted By:

Maureen S. Petzko, BA  
Secretary to the Board of Health