

**BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
DECEMBER 9, 2004  
MEETING MINUTES**

On December 9, 2004, the Chairperson, Rodney Olney, called the meeting to order with the following members present: Monte Bordner, Alice Britton, Maxine Vanlerberg, and David Pueschel.

Absent: John Dobberteen, Terry MacDonald

Also Present: Duke Anderson, Maureen Petzko, Donna Cowden, Steve Todd, John Robertson

David Pueschel moved to approve the agenda as presented supported by Alice Britton. The motion carried.

Monte Bordner moved to approve the minutes from the previous meeting with support from Maxine Vanlerberg. The motion carried.

Public Comment – there was none

Communication – Duke Anderson, Health Officer, reviewed the financial reports with the Board members.

The Health Officer's report was distributed and discussed. Flu Shot Crisis Update – as of today December 9<sup>th</sup> the Michigan Department of Community Health officially lifts the public health order that has restricted influenza vaccine distribution to just "vulnerable citizens." State health officials have been gathering information from nursing homes in the state and are now confident that the vast majority of the senior citizens residing in nursing homes have had an opportunity to be vaccinated. The new priority groups, as outlined by the state health department, include individuals age 50 and older, people who live with a family member that has a chronic disease, teachers, police officers, firefighters, and a broader range of health care workers.

The Board of Health called for at the last meeting a Resolution to be drafted and presented regarding the flu vaccine issue and such is now being presented. Mr. Bordner moved to accept the Resolution presented with support from Mrs. Britton. The motion carried. This Resolution will be sent to all Board of Health members in the State, all County Commissioners, State Representatives, all legislative bodies; a release to the news media will also take place and other interested parties.

Duke Anderson, Health Officer, also discussed the State Revenue Problems and his directive to the administrative personnel to submit the 2005-2006 budgets with at least a

5% reduction built in based upon the information received from the attendance of a Special Revenue Estimating Conference he attended.

The Board members along with Mr. Anderson reviewed the cost and revenue analysis from 1998 to 2005 for selected clinic prevention services. The purpose of the analysis is to review year to year cost and revenue information as well as describe any apparent trends.

Mrs. Britton moved at this time to approve the financial reports submitted together with the Health Officer's Report with support from Mrs. Vanlerberg. The motion carried.

#### Area Agency on Aging

The only report this month is that Laura Sutter gave birth to a beautiful daughter.

#### Health Promotion/Education

John Robertson, Director, discussed the monthly statistics with the members present.

#### Prevention Services

The service statistics for the month together with the Communicable Disease reports were reviewed. Duke Anderson in Jennie Sholly's absence also reviewed the update that was prepared which included Bioterrorism and Health Protection, Communicable Disease, Family Planning, WIC and Immunizations.

#### Environmental Health –

Steve Todd, Director, reviewed the monthly statistics and the food establishment reports with the members present. Steve Todd also gave an update on the water supply for Leonadias and discussed Lime Lake in Prattville with the members present.

Steve Todd discussed the proposed Coordinator Position with the Board members present. He is requesting that a creation of a sanitarian coordinator position in each county. The duties would be added to the responsibilities of an existing EH Senior Sanitarian position that currently exists in each county. The Senior Sanitarian would retain his or hers existing field work along with assuming additional supervisor/managerial duties in all programs in the county in which they are assigned. Discussion took place and it was discussed that this would be a phase in over the next calendar year and evaluated after the first position created to determine the remaining two positions. Monte Bordner moved to accept and approve the position or positions in Environmental Health with support from Maxine Vanlerberg. The motion carried.

#### Committee Reports

Finance Committee – Mr. Bordner moved to approve the expenditures as presented for payment with support from Mrs. Britton. The motion carried.

Program, Policy and Appeals Committee – nothing this meeting

Old Business

Nothing at this time

New Business

2005 Personnel Policies were presented for approval. Mrs. Britton moved to approve as presented with support from Mrs. Vanlerberg. The motion carried.

2005 Agency Action Plan was presented and it was moved by Mr. Bordner to accept and approve with support from Mr. Pueschel. The motion carried.

The 2005 Food Service Fees were presented and discussed. Mrs. Britton moved to accept and approve the increases with support from Mr. Pueschel. The motion carried.

2005 Fee for Court Ordered AIDS/HIV testing was discussed. It was moved by Mr. Pueschel to approve with support from Mr. Bordner. The motion carried.

Immune Globulin charge of \$32.00 was presented to the members of the Board. Discussion took place and it was then moved to approve by Mr. Bordner supported by Mr. Pueschel. The motion carried.

With nothing further, the meeting was adjourned. The next meeting will be held on January 27, 2005 at 9:00 a.m. in the Coldwater office Conference Room.

Respectfully Submitted By:

Maureen Petzko, BA  
Secretary to the Board