

Branch-Hillsdale-St. Joseph Community Health Agency

Board of Health Meeting Minutes
Of June 24, 2004

On June 24, 2004, at approximately 9:00 a.m. Chairperson, Rod Olney, called the meeting to order with the following members present:

David Pueschel, John Dobberteen, Maxine Vanlerberg, Alice Britton and Monte Bordner

Absent: Terry MacDonald

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

Mrs. Vanlerberg moved to approve and accept the Agenda as presented with support from Mr. Pueschel. The motion carried.

Mrs. Britton moved to accept and place on file the minutes from the previous meeting with the addition of two corrections: on page 2 – under Committee Reports the Program, Policy and Appeals Committee did not hear the appeal it was heard by the entire Board. The second correction was under Other business a correction that the motion was supported by Mr. Dobberteen to have Alice Britton sit in on this grievance hearing. With these two corrections being made the motion was supported by Mr. Dobberteen. The motion carried.

No Public Comment at this time.

Under Communication the members present reviewed the Financial Reports. Mr. Dobberteen moved to approve the reports with support from Mrs. Vanlerberg. The motion carried.

Mr. Anderson distributed the Health Officer's Report at this time. This report contained information and updates. Strategic National Stockpile Drill set for June 23, 2004, in Coldwater at the Dearth Center. Our agency was the lead agency in conducting an emergency drill where the public's health and safety was threatened and the Strategic National Stockpile was deployed. The 2-hour drill was a success. Our agency was one of the first health departments in the state to conduct such a drill. Updates on the Agency Personnel Policy Manual were also completed. Duke touched on the Tri-County Diabetes Awareness Project coming up in October/November 2004. Discussion also was held regarding the proposed \$.75 Cigarette Tax monies. Mrs. Britton moved to accept and place on file this report with support from Mr. Dobberteen. The motion carried.

Area Agency on Aging – Laura Sutter presented her Coordinator Report to the members present. No action items.

Health Promotion – John Robertson, Director reported to the Board that by next month's meeting the Risk Communication Plan would be ready and available.

Prevention Services- Jennie Sholly, Director, reviewed the monthly statistics with the Board members present. She gave an update on the services provided especially the TB cases in Coldwater and Sturgis pending. Advised the members present of Mr. Jim Cook being hired as EPC Coordinator for the agency.

Environmental Health – Steve Todd, Director reviewed the monthly statistics with the Board members present. The food establishments were reviewed and recognized for not having any critical items. Steve Todd also discussed the issue of a food establishment having critical items repeatedly and what the agency does to correct this from continuing.

Committee Reports

Finance – The committee reviewed the expenditures submitted for payment and it was moved to approve same by Mr. Dobberteen and supported by Mr. Bordner. The motion carried.

Program, Policy and Appeals – the committee had no report this month.

Old Business

Nothing

New Business

Nothing

Other

The next meeting will be July 22, 2004 at 9:00 a.m. in Coldwater.

With no further business, the meeting was adjourned.

Respectfully submitted by:

Maureen Petzko, BA
Secretary to the Board