

**BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MINUTES FROM 4/22/04 MEETING**

The meeting was called to order at 9:00 a.m. by the Chairperson, Rod Olney, with the following Board members present: Terry MacDonald, John Dobberteen, Maxine Vanlerberg, Alice Britton and David Pueschel.

Absent: Monte Bordner

Also Present: Steve Todd, John Robertson, Maureen Petzko, Donna Cowden, Jennie Sholly, Laura Sutter and Dee Parshall.

Mr. MacDonald moved to approve the agenda as presented with support from Mrs. Vanlerberg. The motion carried.

Mr. MacDonald moved to approve the minutes from the previous meeting with support from Mr. Pueschel. The motion carried.

Public comment – nothing at this time

Presentation: Environmental Health, Dee Parshall, at this time did a power point presentation for the Board members present on Type II Long Term Monitoring (contracts with DEQ).

**COMMUNICATION**

The Financial Reports were reviewed. Mrs. Britton moved to accept the financial reports as presented supported by Mr. Pueschel. The motion carried.

**Area Agency on Aging**

Laura Sutter, Coordinator, updated the Board members on the FY2004 provider budget amendments. Two corrections to the handout sent in the packets are BATA increase \$4,000 in Title IIIIE (transportation) and Branch COA increase \$1, 000 Title IIIIE (I&A). Provider assessments have also begun. A copy of the St. Joseph County FIA assessment results distributed. The FY2004-2005 Annual Implementation Plan timeline (amended) was also discussed including upcoming dates for the plan. Laura also distributed a brochure for the upcoming Stay Well to Care Well One-Day Event, which is an opportunity to caregivers to learn and relax. Laura mentioned that she was helping to facilitate training senior volunteers for food assistance, which is called “My Café Program”. Mr. MacDonald moved to accept those items need action with support from Mrs. Vanlerberg. The motion carried.

Health Promotion/Education

John Robertson, director, distributed the Annual Report to those members present.

Prevention Services

The members present reviewed the monthly statistics. Director update was also given by Jennie Sholly.

Environmental Health –

The monthly statistics were reviewed by the members present. The Food Service Report was also reviewed at this time. Steve Todd distributed information on the ladybugs.

Committee Reports

The Finance Committee reviewed the expenditures submitted for approval and payment. Mr. MacDonald moved to do so with support from Mr. Pueschel. The motion carried.

The Program, Policy and Appeals Committee – nothing this month

Old Business

Nothing this month

New Business

Nothing this month

Other – next meeting will be May 27, 2004, at 9:00 a.m.

Respectfully Submitted By:

Maureen Petzko, BA  
Secretary to the Board