

BRANCH-HILLSDALE-ST. JOSEPH COMMUNITY HEALTH AGENCY

BOARD OF HEALTH MEETING MINUTES
OF 7-22-04

The July 22, 2004 Board of Health meeting was called to order by the Chairperson, Rodney Olney with the following members present: Alice Britton, Maxine Vanlerberg, Monte Bordner, John Dobberteen, and David Pueschel

Absent: Terry MacDonald

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

Mr. Bordner moved to approve the agenda as presented with one addition under New Business (beach water testing). With that addition to the agenda support for the motion was made by Mrs. Britton. The motion carried.

Mr. Dobberteen moved to approve the minutes from the previous meeting with support coming from Mrs. Vanlerberg. The motion carried.

No Public Comment at this time.

Under Communication Duke Anderson reviewed the Financial Reports with the members present. Mr. Dobberteen moved to accept and place on file the reports with support from Mr. Pueschel. The motion carried.

Duke Anderson distributed the Health Officer's Report at this time. Discussion was held regarding the Fiscal 2005 Michigan Department of Community Health Comprehensive Planning, Budgeting and Contracting information received. Discussed the funding for next year as well. Upcoming activities in the months to come will be the Budget, Agency Action Plan for 2005 and the Presentation of the updated Personnel Policies. Mrs. Vanlerberg moved to accept and place on file the Health Officer's Report supported by Mr. Bordner. The motion carried.

Area Agency on Aging

The senior services coordinator report was reviewed by the members present.

Health Promotion Education

John Robertson distributed the Risk Communication Plan to the members present.

Prevention Services

The members present reviewed the reports prepared monthly. Jennie Sholly updated the members in Prevention Services regarding Bioterrorism, Health Protection, Communicable Disease, Family Planning, WIC and Immunizations.

Environmental Health

The monthly statistics were reviewed as well by the members present. Steve Todd also discussed the latest information with them regarding West Nile virus. Steve Todd at this time explained the beach water sampling that is currently being done. One beach has been closed for 7 days in Branch County. We are using a private lab because the testing must be done within 8 hours from the sample. We have received positive feedback from citizens regarding the beach water sampling and testing.

Committee Reports

The finance committee reviewed the expenditures submitted for payment and it was moved by Mr. Dobberteen to pay said expenditures with support from Mr. Border. The motion carried.

Program, Policy and Appeals – nothing this month.

Old Business

Nothing at this time

New Business

The 2005 Salary Scale was distributed to the members present reflecting a 2% cost of living increase. Mr. Dobberteen moved to approve the salary scale with Mr. Pueschel supporting the motion. The motion carried.

The proposed Record Retention Policy was distributed and reviewed by the members present. Mr. Border moved to adopt with support from Mrs. Britton. The motion carried.

With nothing further to discuss the meeting was adjourned. The next meeting will be August 26, 2004 at 9:00 a.m. in the Coldwater office.

Respectfully Submitted By:

Maureen S. Petzko, BA