

**BRANCH-HILLSDALE-ST.JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MINUTES FROM 5-27-04 meeting**

The meeting was called to order by the Vice-Chairperson, Monte Bordner, with the following members present: Maxine Vanlerberg, Alice Britton, David Pueschel, and John Dobberteen.

Absent: Terry MacDonald and Rodney Olney

Also Present: Maureen Petzko, Duke Anderson, Jennie Sholly, John Robertson, Steve Todd, Laura Sutter, Donna Cowden

Alice Britton moved to approve the Agenda supported by Maxine Vanlerberg. The motion carried.

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

Under public comment there was none.

#### COMMUNICATION

The Financial Reports were reviewed. David Pueschel moved to approve the reports and place on file with support from Alice Britton. The motion carried.

The Health officer's report was distributed and reviewed. Alice Britton moved to approve the report as presented with support from David Pueschel. The motion carried.

#### AREA AGENCY ON AGING

The members present reviewed the Senior Service Coordinator Report. Laura Sutter, Coordinator, presented the 2005 Annual Implementation Plan to the members for consideration. Discussion took place and it was then moved by John Dobberteen to approve same and place on file with support from David Pueschel. The motion carried.

#### PREVENTION SERVICES

Jennie Sholly, Director, reviewed with the members present the service statistics report communicable disease report and also gave an update in current activities.

#### HEALTH PROMOTION SERVICES

John Robertson, Director, advised the members present of an upcoming Drill the Branch-Hillsdale-St. Joseph Community Health Agency was having on June 23, at the Dearth Center, Coldwater from 9-noon. Everyone is welcome to come and participate. A summary of the event will be forthcoming.

## ENVIRONMENTAL HEALTH

Steve Todd, Director, presented the monthly service statistics and the foodservice report for review.

## COMMITTEE REPORT

Finance Committee reviewed the expenditures submitted for payment. It was moved by Alice Britton and supported by John Dobberteen to approve for payment. The motion carried.

Program, Policy and Appeals Committee – heard an appeal. The appeal of a lot evaluation at 69650 Krontz Road, Fawn River Township, St. Joseph County by Melvin Spry and Cassandra Lundwick. The property size is 65 feet wide by 130 feet deep on William Lake. Appeal options for consideration.

1. deny the appeal
2. approve the appeal
3. Approve the appeal with conditions: submit a scaled site plan showing the size and location of the proposed dwelling, driveway/parking area. The site plan would need to show the well location and if there is sufficient space for the septic system. Remove all the unsuitable soil and material from both the initial and replacement septic absorption areas. Backfill with approved soil to allow for the installation of both the initial and replacement absorption areas. The approve fill must be of sufficient depth to meet the septic installation requirement of a minimum of four feet of permeable soil between the stone of the absorption field and the seasonal high water table. Because of the noted seasonal high water table at 2 1/2 feet the absorption area may have a finished grade that is higher than the road.

Discussion took place and John Dobberteen moved to approve option #3 supported by Maxine Vanlerberg. A roll call vote was taken; motion carried with all voting in favor.

## OLD BUSINESS

The Strategic Plan for 2004-2006 was presented to the members as a draft and it was moved to accept by David Pueschel and supported by Alice Britton. The motion carried.

## NEW BUSINESS

The budget amendment was presented to the members present for review and approval, John Dobberteen moved to approve with support from Alice Britton. The motion carried.

## OTHER

The Program, Policy and Appeals Committee has scheduled to hear an employee grievance after this meeting at 11:00 a.m. and only two of three committee members are present. A motion to have a substitute member for this committee was made by Mr. Bordner and supported by Mrs. Britton. The member sitting in on this grievance hearing will be John Dobberteen. The motion carried.

With no other business to be conducted, the meeting was adjourned. The meeting will be on June 24, 2004, at 9:00 a.m. in the Coldwater office.

Respectfully Submitted By:

Maureen Petzko, BA  
Secretary to the Board