

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY

BOARD OF HEALTH
MEETING MINUTES
(8-25-05)

The meeting was called to order by the Chairperson, Monte Bordner, at 9:00 a.m. in the Coldwater office with the following members present: Rodney Olney, Dale Swift, Brad Densmore, Ken Lautzenheiser, and David Pueschel

Absent: Robin Baker

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

Guest: Steven Betterly, Field Representative, Michigan Office of Services to the Aging

Mr. Swift moved to approve the agenda as presented with supported from Mr. Densmore. The motion carried.

Mr. Olney moved to approve the minutes from the July meeting with support from Mr. Densmore. The motion carried.

Under Public Comment – nothing

Communication

Duke Anderson, Health Officer, presented his monthly **Health Officer's Report** to the members present. He commented on the Fiscal 2006 Budget update (part#3) that as of today's date it is still not settled. Duke advised the members of an Agency Facility Review that will be completed within the next few months by the Operations Director. The purpose of this is to identify both the problems and solutions to any deficiencies. Duke Anderson also reported on the Borgess Southwest Michigan TeleHealth Network update. Between now and the end of September the Chief Financial Officer and her staff will be putting the finishing touches on the implementation phase of our project with the Borgess Health Alliance to bring two way videoconferencing capacity to our offices. The TeleHealth Network is a collaborative project to link regional hospitals, health departments and health clinics in southwest Michigan by videoconferencing. Two federal grants have been received by Borgess to make this a reality. Our agency has received and set up 99% of the hardware and just waiting for some minor equipment items to make the system truly two-way. This will allow our agency us not just to

videoconferencing but potentially within any compatible videoconferencing system in the world. Mr. Lautzenheiser moved to approve the report as presented with support from Mr. Olney. The motion carried.

Financial Reports – Donna Cowden, Director of Finance reviewed the monthly reports with the members present. Discussion took place regarding the 2006 budget preparation. At the October meeting members will be asked to plan on several hours for the review of the proposed 2006 budget. Also the November and December Board of Health meeting date was set and that date is December 8th. Mr. Pueschel moved to approve the reports as presented and the meeting date for the months of November and December supported by Mr. Olney. The motion carried.

Area Agency on Aging- Laura Sutter, Coordinator, gave her report to the members present. Laura talked about the contractual arrangement with Region IIIB AAA for the provision of Care Management in Branch and St. Joseph counties has come into question. A meeting took place to discuss the transition of the program. Care Management is a client support service which provides for a comprehensive assessment, care plan development, periodic reassessment, and ongoing coordination and management of in home and other supportive services to individuals aged 60 and over who are in need of a nursing facility level of care.

The service must be provided by an RN. Additional program requirements include; data entry, client intake and pre-screening, interaction with the public and other administrative tasks as assigned. We would propose for your consideration the addition of one full time registered nurse and one part time clerical employee to operate Care Management. This would begin on October 1, 2005. Mr. Densmore moved to approve the proposal with support from Mr. Swift. The motion carried.

The Fiscal year 2005-06 allocations were presented and discussed. Mr. Olney moved to approve same with support from Mr. Pueschel. The motion carried.

Prevention Services – Duke Anderson reported that the Director of this program was currently on vacation. Duke reviewed the monthly statistics with the members present. He also informed them of the flu vaccine order of 6,000 doses which are expected to arrive within the next few weeks.

Community Health Promotion – John Robertson, Director, reviewed the monthly statistics with the members present. Advised the members of several grants awarded to our agency from Branch County Community Foundation and the Hillsdale County Community Foundation and how these monies would be sent within the communities.

Environmental Health – Steve Todd, Director, reviewed the monthly reports with the Board members present.

Committee Reports

Finance – the expenditures were presented for payment and it was moved by Mr. Olney to approve same supported by Mr. Pueschel. The motion carried.

Program, Policy and Appeals – nothing to review this month

Old Business – nothing this month

New Business- The proposed 2006 Salary Scale was presented and discussion took place. Mr. Olney moved to approve the salary scale as presented supported by Mr. Densmore. The motion carried.

With no further business to be addressed, Mr. Densmore moved to adjournment supported by Mr. Olney. The motion carried. The next meeting will be on September 22, 2005 at 9:00 a.m. in the Coldwater office, Conference Room #1.

Respectfully Submitted By:

Maureen S. Petzko, BA
Secretary to the Board of Health