

**BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
MEETING MINUTES OF 2/25/05**

The meeting was called to order by Monte Bordner, Chairman, with the following members present:

Robin Baker, Rodney Olney, Dale Swift, Brand Densmore and Ken Lautzenheiser

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

Mr. Baker moved to **approve the agenda** as presented with one addition to be added under New Business (employee request) supported by Mr. Olney. The motion carried.

Mr. Lautzenheiser moved to **approve the minutes** from the previous meeting supported by Mr. Densmore. The motion carried.

Under Public Comment – there was nothing at this time

A presentation from Abraham and Gaffney, P.C. **Auditor's Report** was next. There were no reportable conditions disclosed by the Audit. Mr. Olney moved to accept and place on the file the Audit Report with support from Mr. Swift. The motion carried.

Under Communication

Duke E. Anderson reviewed his **Health Officer's Report** with the members present. Discussion regarding the proposed Amended Budget was discussed. Duke addressed the members indicating that the Amendment attempts to re-balance and re-organize the budget to reflect both agency mission and financial reality. He indicated that unfortunately by balancing this budget staffing eliminations, layoffs and a reduction in the workweek for some staff were necessary. However, without the amendment the year end budget deficit for the fiscal year 2005 is expected to exceed \$300,000 or nearly ½ of the agency undesignated fund equity of \$673,921.00.

The **Financial Reports** were also reviewed by the members present. Mr. Lautzenheiser moved to accept supported by Mr. Baker. The motion carried.

Area Agency on Aging

Laura Sutter, Coordinator, gave her report the members present. Introduction of Steve Betterly from the Michigan Office of Services to the Aging who was present for observational purposes at this meeting.

Prevention Services

Jennie Sholly, Director, reviewed the Service Statistics Report and the Communicable Disease Report with the members present. She also highlighted current updates.

Community Health Promotion

John Robertson, Director, reviewed the Influenza Activity Reports for each county with the members present. Also reported that the Agency was awarded a grant for booster seats.

Environmental Health

Steve Todd, Director, reviewed the month statistics with the members present. Food Service Report was reviewed as well.

Committee Reports

Finance – the expenditures submitted for payment were reviewed and Mr. Lautzenheiser moved to approve with support from Mr. Olney. The motion carried.

Program, Policy and Appeals – nothing this month to report

Old Business**New Business**

The Amended Budget for 2005 was reviewed by the members present. Mr. Densmore moved to approve as presented with support from Mr. Swift. The motion carried.

An employee of the Branch-Hillsdale-St. Joseph Community Health Agency has asked to purchase five years of retirement with MERS. Mr. Olney moved to grant the request with support from Mr. Swift. The motion carried.

No further business to discuss, the meeting was adjourned.

Respectfully Submitted By:

Maureen Petzko, BA
Secretary to the Board of Health