

BRANCH-HILLSDALE-ST. JOSEPH
COMMUNITY HEALTH AGENCY
BOARD OF HEALTH
MEETING
MINUTES OF 12-8-05

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: Rod Olney, Dale Swift, Brad Densmore, David Pueschel and Robin Baker.

Absent: Ken Lautzenheiser

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

Mr. Swift moved to approve the agenda as presented with one addition under New Business (Nationwide) which was supported by Mr. Pueschel. The motion carried.

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

Under Public Comment – nothing at this time

Communication – Duke E. Anderson distributed his Health Officer's Report and discussion followed. An update on the Michigan Local Public Health Accreditation Program advising the members present that the agency received the new 2006 Accreditation Tool materials. We have also been offered an opportunity by the Accreditation coordinator staff to have some specialized training for our management staff regarding the changes that have occurred. This training will likely be set up right after the first of the year. We will undergo the full accreditation review the week of April 3, 2006.

County Health Plan Update was next. Duke reported that on December 1st the Branch Hillsdale St. Joseph Health Plan became operational by moving 850 adults in the three counties from the Adult Benefit Waiver to the Health Plan. Each member of the Health Plan is issued a card that contains basic information about the Health Plan and an 800 phone number for questions. The Health Plan board has already met twice and has given approval to the basic legal documents, local primary care provider network contracts, and adopted an annual budget.

2005 Flu Shot Season Update – the annual flu season is about complete. This year we ordered 6000 doses from two different vendors. Our plan was to increase our flu shot distribution capacity 50% over last year's 4000 doses given. Our flu shot clinics were scheduled from the last week in September through the week of Thanksgiving. As of today we have given over 5700 doses through our 4 offices and at pre-scheduled off site clinics. We did sell 200 doses to a local physician provider who was unable to obtain any

doses from an outside vendor. We currently have less than 100 doses left and have been distributing them on a walk in request basis. I believe we were successful in increasing our flu shot capacity dramatically this year because we did many of the necessary components right. We had excellent clinic scheduling and flu shot distribution efficiency, great inventory control that moved flu shot inventory around quickly to where it was needed and great marketing and public information that kept the public and potential customers well informed about the flu shot clinics.

Financial Reports were reviewed with the members present by Donna Cowden. Mr. Olney moved to approve the financial reports as prepared supported by Mr. Swift. The motion carried.

Area Agency on Aging – Laura Sutter, Coordinator, gave an update to the members present. Discussion took place on Rep. Shaffer’s recent bill which officially introduces the Single Points of entry concept to the State of Michigan. It solidifies the intent and formal recommendations issued by the Governor’s Taskforce on Long Term care. As you can read there are many supporters/co-sponsors of the bill – both Democratic and Republican – this bi-partisan support will be key as it moves through the legislature. Mr. Olney moved to accept the report supported by Mr. Swift. The motion carried.

Prevention Services – Jennie Sholly, Director, reviewed the monthly statistics with the members present together with her monthly update.

Community Health Promotion – John Robertson, Director, reviewed the monthly statistics with the members present as well. He also gave an update on hearing and vision program. Discussion was also held regarding head lice.

John Robertson also informed the members present that on January 3, 2006, in the Coldwater office conference rooms we will host a Meth Task Force meeting.

Environmental Health Services

This led into the Environmental Health presentation by Steve Todd on Clandestine Methamphetamine Labs. Steve Todd and the members present discussed the question of cleanup and whose responsibility it falls on for cleanup once a bust is made. It presents a chemical hazard waste crew to be called upon for this problem. DEQ has not been involved and unavailable to act. There are currently four grants that will be written and applied for. It was suggested that the offices of Brown and Caswell be contacted for their support in applying for these grants.

The monthly statistics were also reviewed by the members present.

Committee Reports

The Finance Committee – reviewed the expenditures submitted for approval and payment. Mr. Olney moved to approve as presented with support from Mr. Densmore. The motion carried.

Program, Policy and Appeals – nothing this month

Old Business – Nothing this month

New business- Donna Cowden presented a proposed new plan document from Nationwide Solutions. She distributed the proposed plan document to the members present outlining the changes. This change becomes effective on January 1, 2006, noting that on July 11, 2003, the United States Department of Treasury issued final regulations for Internal Revenue Code Section 457. The IRS requires that government 457(b) plans conform to the final regulations as of 1-1-06 and issued model amendments as guidance. Most of the changes in the new Plan Document have been made to be consistent with the language in the model amendments. Also, a few substantive changes were incorporated to provide participants with additional flexibility with their deferred compensation accounts. Mr. Baker moved to accept and approve this change in the plan document with support from Mr. Densmore. The motion carried.

The Agency Action Plan was submitted to the Board members for their approval. Mr. Densmore moved to accept the plan with support from Mr. Swift. The motion carried.

The proposed 2005-06 budget amendment was presented by Donna Cowden. Discussion followed and Donna pointed out that there was very little change, mostly to include the Health Plan monies. Mr. Pueschel moved to approve the budget amendment with support from Mr. Olney. The motion carried.

St. Joseph Transportation Director was next under new business. Background information was given highlighting the fact that there is a need for an agency to be an employer of record by entering into a contract for this position – salary base of \$41,000.00 annually. Discussion followed. It was moved by Mr. Baker that the Branch-Hillsdale-St. Joseph Community Health Agency be the agency of record to shepard this contract. Support for this motion came from Mr. Swift. The motion carried.

With no further business, the meeting was adjourned. The next meeting will be on January 26, 2006, at 9:00 a.m. in the Coldwater office.

Respectfully submitted by:

Maureen Petzko, BA
Secretary to the Board