

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY

BOARD OF HEALTH  
MEETING MINUTES OF 7-27-06

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at approximately 9:30 a.m. by the Chairperson, Ken Lautzenheiser, with the following members present:

Rod Olney, David Pueschel, Dale Swift, Brad Densmore, Robin Baker, and Michael Dunlap

Also present: Duke E. Anderson, Donna Cowden, Laura Sutter, Maureen Petzko, Steve Todd, John Robertson, Jennie Sholly, Travis Machan, Michelle Liska, Ann Marso, Jim Whelan, and Steve Betterly.

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

Mr. Lauzenheiser at this time presented with Mr. Anderson with a plaque and agency longevity pin expressing best wishes in all of his future endeavors.

Mr. Swift moved at this time to approve the minutes from the previous meeting with support from Mr. Baker. One correction to be made regarding the salt issue in Leondias stating that road salt HAD been stored there. With this correction made the motion carried.

No Public Comment

Under Communications –

Duke Anderson distributed his Health Officer's report to the members present. Duke prepared a summarized Exit Report stating that this being his last health officer's report to the Board he thought it might of some value to update the opinion of operational status. He presented a similar review upon returning as health officer.

He highlighted the strengths of the agency as: dedicated workforce, good and accessible facilities, good programs, excellent financial condition, unified focus by top management and effective communication internally and externally by top management.

The weaknesses of the agency? Duke believes that the weaknesses of the agency identified for the Board 3 plus years ago have now become part of the agency's relative strengths. Significant improvement in the agency's top management's operational focus, communication, program planning and development and financial skills has allowed the agency to move forward. This improvement did not take place overnight and it was not simple or pain free. However, he commends the Board of Health members and the top

management staff for not neglecting their responsibilities and for the make the necessary changes for continual improvement to this agency.

The financial reports were review by Donna Cowden and the members present. It was moved by Mr. Olney that the Health Officer's report and the financial reports be accepted and place on file as prepared supported by Mr. Pueschel. The motion carried.

#### Area Agency on Aging

Laura Sutter, Coordinator, reviewed her monthly report with the members present. Discussion on the Single Point of Entry was discussed. Mr. Densmore moved to approve the recommendations proposed with support from Mr. Pueschel. The motion carried.

The Program, Policy and Appeals Committee met at 8:00 a.m. prior to the Board meeting to review the bids submitted for providing services for fiscal year 2006 – 07. Mr. Dunlap moved to award such the bids as recommended by the committee with support from Mr. Swift. The motion carried.

#### Prevention Services

Jennie Sholly presented to the members present and guests a Family Planning Program presentation. Discussion took place and thereafter it was recommended **to not** bid for the Family Planning Program in 2007-08 year moved by Mr. Pueschel supported by Mr. Baker. The motion carried. (Roll call vote)

The monthly reports were also reviewed at this time as well as the Director's Updates from Jennie Sholly.

#### Community Health Promotion

John Robertson, Director, reviewed the monthly statistical report with the members present.

John Robertson advised the members present of the restored funding for the Hearing and Vision Programs. Also touched on the Emergency Preparedness Drill.

#### Environmental Health

Steve Todd, Director, reviewed the monthly reports with the members present as well as the food service reports.

#### Committee Reports

Mr. Olney moved to approve the financial reports as submitted for payment supported by Mr. Pueschel. The motion carried.

Program, Policy and Appeals Committee met at 8:00 a.m. to review the submission of bids for services for Area Agency on Aging as discussed previously.

Old Business

Nothing at this time

New Business

The proposed 2007 salary scale submitted to the members was discussed. It is moved by Mr. Baker to approve support from Mr. Dunlap. The motion carried

Proposed fee increases for Vaccines was also reviewed at this time and it was moved by Mr. Baker and supported by Mr. Olney to approve as presented. Motion carried.

Report on Update of the search for a new Health Officer – It was voted on to go into Executive Session to discuss a personnel matter at this time by Mr. Swift supported by Mr. Baker. The motion carried.

Mr. Swift moved to reconvene the meeting with support from Mr. Densmore. The motion carried and the meeting was back into session.

Comment was made that 4 individuals were interviewed for the Health Officer's position and no decision was made. A special Board meeting will be held on August 1, 2007 to again review the matter. Mr. Densmore made this motion with Mr. Swift supporting the motion. The motion carried.

With no further business to discuss, the meeting was adjourned at 12:20 p.m.

Respectfully Submitted by:

Maureen Petzko, BA  
Secretary to the Board