

BRANCH-HILLSDALE-ST. JOSEPH  
COMMUNITY HEALTH AGENCY  
BOARD OF HEALTH  
MEETING MINUTES OF  
June 22, 2006

The Branch-Hillsdale-St. Joseph Community Health Agency Board of Health meeting was called to order at approximately 9:00 a.m. by the Chairperson, Ken Lautzenheiser, with the following members present: Michael Dunlap, Brad Densmore, Robin Baker, Rodney Olney and Dale Swift.

Excused Absence: David Pueschel

Also present: Duke Anderson, Donna Cowden, Maureen Petzko, Steve Todd, John Robertson, Laura Sutter, Tony Headley, Pat Swan, Mark Kraenzlein, Joe Frazier, Karen Griffith, and Dr. Phillips.

Mr. Dunlap moved to approve the agenda as presented with one addition to be added under New Business. Support for this came from Mr. Swift. The motion carried.

Mr. Densmore moved to approve the minutes from the previous meeting supported by Mr. Dunlap with one correction noted. The motion carried.

Under Communication, a presentation on General Sanitation (water and septic) was done. Tony Headley, did a power point presentation which consisted of:

- Public Health Programs in the Environmental Health Division
- Vacant Land Evaluations
- Required Programs in Environmental Health
- Septic Systems Evaluations
- Wells, regulated by State Well Code
- On Site Septic Systems Regulated by State and Local Codes
- Terms Used in the on site Septic System Program
- Denial of Permits or Evaluations
- Pictures of Drain Field, Septic Tank, Drain Bed

Steve Todd introduced the staff in the Coldwater office that was present at the meeting.

Next, the Health Officer's Report was distributed to the members present. In Duke Anderson's report was an update on the fiscal year 2007 State Budget. The State Fiscal Year 2007 Budget should be wrapped up by the end of the month. Currently, the State House of Representatives and State Senate have reached target agreements for the State departments. Updates will be given as they are received.

State Wide Family Planning Services Bid-Out – On June 25<sup>th</sup> the Michigan Department of Community Health formally announced the availability of \$9 million to support local Title X Family Planning Services state wide. The awards from this Request for Proposal

will support local infrastructure to deliver reproductive health services and approved contraceptives. The priority population for these services is individuals from low income families. The funds will be available for fiscal year 2008 and must be used to fund at least one provider for each Michigan county and the city of Detroit. The deadline for an application is September 25, 2006. Our agency has provided Title X services for decades under a contract with the state health department. Federal regulations now require that such a bid out process be conducted state wide in each state. The agency currently receives \$213,857 Title X grant from the state, the total program budget is \$391,523. The difference of \$177,666 is made up by customer donations, insurance billing and local county funds. Because of the long term stagnation of title X funding, our agency's grant is about 33% less than what it was several years ago. Our Director of Prevention Services, Jennie Sholly, will be making a comprehensive presentation to the Board members at its July monthly meeting.

Next in the Health Officer's Report was the update on the search for a Health Officer. The search for a new health officer has started. The position has been advertised and posted. A special will scheduled to review applications and another meeting will be set to start interviewing.

Financial Reports – Donna Cowden, Director of Finance, reviewed the monthly reports with the members present. Mr. Olney moved to approve the reports as presented with support from Mr. Dunlap. The motion carried.

#### Area Agency on Aging

Laura Sutter, Coordinator, went over her monthly coordinator report with the members. Laura then reviewed and discussed with the members the 07-09 Multi Year Area Plan and 2007 annual Implementation Plan. Mr. Dunlap moved to accept and approve the plan presented with support coming from Mr. Olney. The motion carried.

#### Prevention Services

Jennie Sholly, Director, is on vacation this week therefore Duke Anderson reviewed the monthly statistics and the update with the members present.

#### Community Health Promotion

John Robertson, Director, reported to the members present on the most recent information received regarding the Vision and Hearing Program. John also reviewed the monthly report with the members as well.

#### Environmental Health

Steve Todd, Director, reviewed the service statistics report and the food service report with the members present.

Steve also discussed with the members present a procedural change regarding food citations and the method of billing.

Committee Reports:

Finance – the expenditures submitted for payment were reviewed by the committee members and it was moved by Mr. Olney to approve for payment with support from Mr. Swift. The motion carried.

Program, Policy and Appeals – nothing this month to report

Old Business

Nothing to report

New Business

Mr. Dunlap moved to appoint Steve Todd as Acting Health Officer with support from Mr. Olney. The motion carried.

A meeting on July 7, 2006, at 10:30 a.m. at the Coldwater office has been schedule to review the applications received for the position of the Health Officer. Notices will be sent together with copies of all resumes prior to the meeting to the Board members.

Also under new business the Chairperson, has requested starting next meeting that each member and the directors present give a 3-5 minute briefing on themselves.

Update was also given on the salt in Leondias by Steve Todd. Currently the wells are being tested where the salt is stored.

With no further business to be conducted, the meeting was adjourned.

Respectfully Submitted By:

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